OSBN NA & MA Program Directors Meeting Minutes

Date: October 7, 2026

Time: 10:00 a.m. – 11:00 a.m.

Location: Teams

Facilitator: Michelle Bell MSN, RN, CIC, NEA-BC, Policy Analyst, Nursing Assistant/ Medication Aide Education & Assessment

Meeting notes:

- **Board And Administrative Updates:** Michelle Bell, Knico Van Winkle, and Laura Black reviewed leadership continuity, meeting communications, survey changes, and upcoming program-support processes for directors.
    - **Leadership Transition:** Rachel Prusak stepped down as OSBN executive director after approximately three years. Kimberly Goddard, formerly chief of staff, is serving as interim executive director while the search for a permanent replacement proceeds; Michelle Bell said the current direction and operational continuity will continue.
    - **Meeting Invitations:** Knico Van Winkle explained that recurring calendar invitations will no longer be used. Agendas and accurate joining information will be emailed approximately one week before each meeting, and the annual meeting schedule is available in the website meeting memo. Knico shared the schedule link with directors. Oregon State Board of Nursing : Board Meetings and Minutes : State of Oregon
        - On the calendar, click on the most recent PD meeting. The meeting details will open and include a link to the meeting notice with log in details for each meeting.
        - Current meeting memo - OSBN NA Director Meeting Notice
    - **Annual Survey:** Michelle Bell said the current annual survey will be completed, but agreements with other Oregon agencies no longer require the same recurring process. Future information collection may use narrower requests or spot audits tied to current initiatives. Programs that did not respond will receive a reopened survey link and were asked to submit responses so year-end data can be shared.

- **Reapproval Preparation:** For spring reapproval surveys, the team is developing templates and clearer communications. Amanda Meeuwsen said programs receive an initial scheduling email about three months before the due date, a document checklist with links, and a follow-up approximately two months beforehand. Michelle reminded programs not to send student records and directed questions and correspondence to the policy email inbox.

- **Self-Testing Implementation:** Michelle Bell and program directors discussed individual tester approvals, coordination with TMU, observer coverage, regional testing capacity, and the long-term use of program-managed testing to reduce student wait times.
    - **Individual Approvals:** Dr. Henderson asked whether approval for self-testing covered the school or required each instructor to apply. Michelle Bell clarified that approval is for individual testers because instructors may not test their own students under the prior model; however, instructors do not need to establish separate businesses because payment can proceed through the program if operationally desired. Marie described PCC's slower effort to establish an institutional business entity, while three instructors who already had LLCs are currently testing students.
    - **TMU Coordination:** Mary asked about pending requests for planned test dates and whether the available tester pool would be affected in the Portland and Clackamas areas while programs transition to self-testing. The discussion indicated that programs may continue requesting external testers through TMU while their own instructors complete approval. Tiffany described using both TMU testers and an approved internal instructor during a transition period.
    - **Observer Coverage:** Dr. Henderson asked whether an existing RN test observer would be removed once their program began self-testing. Michelle explained that OSBN does not schedule tests or observers; TMU manages those arrangements, so the program should discuss continued observer needs with Brenna/TMU. Bradley reported that their program stopped using an external proctor after internal instructors became approved and began fulfilling the testing need.
    - **Shared Testing Capacity:** Marie noted that PCC has unused testing slots and asked other programs to refer students because self-testing sites are expected to reserve some capacity for students from other programs. Michelle confirmed

that reserving at least some seats for outside students is part of the model and said broader implementation is intended to reduce statewide testing wait times.

    - **Regional Seat Requirements:** Bradley asked whether programs with large local testing backlogs could eventually reduce the number of seats offered to regional students. Michelle said the current requirement remains in place because the benefit must be shared statewide, but the issue can be revisited if reserved seats are not being used or after the program's impact is evaluated.

- **Testing Compensation And Resources:** Program leaders shared approaches for paying internal testers and actors.
    - **Payment Models:** Megan asked how programs compensate instructors and actors when testing their own students. Marie said PCC pays faculty as part of their workload and pays standardized-patient actors through its simulation program. Shannon described receiving payment through their business entity and using a volunteer actor, while noting that observers may also pay actors directly by an agreed wage.
    - **Community College Approach:** Tiffany said Tillamook Bay Community College places Headmaster funds into its budget rather than passing them directly through. The approved instructor receives $30 per hour through an existing contract process, and the allied health coordinator serves as the actor during regular work hours without separate actor compensation. Tiffany said students or other program participants might be considered as volunteer actors in the future.
    - **Grant Funding:** Marie cautioned that PCC's ability to pay faculty and actors is not available to every organization and is partly supported by grant funding. They suggested that programs investigate Oregon Health Authority and other grant opportunities, while acknowledging that smaller organizations may lack grant-writing resources.
    - **Compensation Review:** Marie asked whether OSBN and TMU were discussing increased compensation for faculty and actors. Michelle said compensation, particularly in the Portland area, is limited, but self-testing is intended as a long-term model rather than a temporary measure. The team will assess the model after more testers are fully operational and continue using a recurring improvement cycle as programs and staffing change.

- **Testing Rules And Reporting:** Michelle Bell and Amanda Meeuwsen clarified application timelines, indefinite examination attempts, remediation discretion, and the reporting challenges created by repeated testing.
    - **Remediation Policy:** Dr. Henderson asked whether students who fail the CNA examination three times would be required to complete remediation. Michelle said programs may provide remediation and should use their best judgment, but OSBN will not mandate a specific number of attempts or a required remediation point.
    - **Application Deadline:** Megan asked whether students must apply within one year of program completion and then pass within another year. Amanda clarified that the 12-month limit applies to completing an incomplete application after initial submission, such as providing missing fingerprints or other required materials. Once the application is complete, the rules do not impose a time limit on continued student testing.
    - **Unlimited Attempts:** Amanda explained that examination attempts are indefinite, including attempts occurring years after program completion, provided the application was completed as required. The 100-year date displayed in TMU is a system convention representing an indefinite window, not an actual 100-year eligibility period.
    - **Pass-Rate Reporting:** Michelle acknowledged that unlimited retesting makes pass-rate calculations difficult because reports are snapshots that can change substantially from one day to the next. Michelle was scheduled to meet with TMU to review reports so the required pass-rate measures can be interpreted more consistently.
- **Headmaster Testing Accommodations:** Michelle Bell agreed to raise requests with Headmaster about translation dictionaries and calculators, while Amanda Meeuwsen identified a current Oregon rule that would require a rule change for language aids.
    - **Translation Dictionaries:** Megan asked whether English-language learners could use a strict translation dictionary during the Headmaster knowledge examination, without definitions or explanatory content. Michelle said they would ask Headmaster whether other jurisdictions permit this and investigate why Oregon does not, with the goal of understanding whether the restriction can be changed.

- **Current Rule:** Amanda noted that the examination rules currently prohibit dictionaries and language-translation aids, meaning implementation would require a rule change. Michelle said the relevant rules were not included in last year's broader NPA update and are candidates for future modernization.
- **Calculators:** Bradley asked whether calculators could be permitted during the knowledge test, noting that Headmaster supports calculators in Ohio and that Arizona also allows them. Michelle added calculators to the list of questions for Headmaster and plans to investigate whether Oregon's restriction remains necessary.

- **Future Workshops and Stakeholder Meetings:** Michelle Bell said Headmaster workshops are being planned for late 2026 or early 2027, and Knico Van Winkle will schedule a follow-up high-school workgroup meeting after its summer session was delayed.
  - **Headmaster Workshops:** In response to Megan's question, Michelle said Headmaster workshops have not yet been scheduled. The target is late 2026 or possibly early 2027, depending on holiday timing and Headmaster availability. Instructor workshops will follow the upcoming testing-advisory panel (TAP) so they can incorporate resulting changes.
  - **TAP Feedback:** Michelle said invitations have been sent for the upcoming one-day CNA and one-day MA testing advisory sessions. Directors who were not invited may still email OSBN with questions or requested discussion items so their feedback can be included.
  - **High-School Workgroup:** Marie asked whether there were insights from the high-school workgroup beyond the published minutes. Michelle said the minutes captured the discussion and that there is interest in continuing the meetings. Knico confirmed that a follow-up had not yet been scheduled and will add it as an action item.
- **Student Financial Assistance:** Zelina Health Solutions asked about funding for private programs, and Kala shared local service-club scholarships as a potential resource for students needing assistance.
  - **Local Scholarships:** Kala said their program refers students needing financial assistance to local organizations such as Optimist International and Rotary. Local chapters may offer scholarships of up to approximately $1,000, particularly for students entering trade-school programs.

- **LPN Testing Eligibility:** Dr. Henderson asked whether LPNs could participate in self-testing, and Michelle Bell said the current RN limitation may come from federal requirements that the team will verify.
    - **Federal Requirements:** Michelle noted that including LPNs and experienced CNAs could support the educational process, while acknowledging that federal requirements may limit the available options.
    - **Supervision Language:** Michelle referenced an April CMS memo concerning the use of general RN supervision and broader healthcare-team roles. The team may continue examining whether that language provides a basis for expanding participation while remaining compliant with federal rules.

Program Director Follow-up tasks:

- **Annual Survey Response:** Complete the reopened annual survey so OSBN can compile data to share by year-end.
- **Pass Rate Review:** Review medication aide program pass rates and identify ways to improve results where they fall below expectations.
- **Testing Capacity:** Advertise available testing seats to students from other programs, while reserving the required spaces for external students.

Internal Follow-up tasks:

- **TMU Reporting:** Work with TMU to consolidate the two pass-rate measures into a clearer report for program directors. (Michelle Bell)
- **Mary's TMU Account:** Investigate and correct the incorrect license-expiration notice in Mary's TMU account and respond to her email. (Amanda Meeuwsen, Michelle Bell)
- **High School Workgroup:** Schedule the next high-school workgroup meeting. (Knico Van Winkle)
- **Headmaster Workshops:** Schedule and announce the Headmaster instructor workshops after the upcoming TAP process, potentially in late 2026 or early 2027. (Michelle Bell, Headmaster)
- **ESL Testing Accommodations:** Ask Headmaster whether Oregon can permit a strict translation dictionary for English-language learners and clarify the rationale for current restrictions. (Michelle Bell)

- **Calculator Accommodation:** Ask Headmaster whether calculators can be permitted on Oregon's knowledge examination, as they are in some other jurisdictions. (Michelle Bell)
- **LPN Testing Eligibility:** Verify whether federal requirements prevent LPNs from participating in self-testing and report the confirmed rule to the group. (Michelle Bell)
- **Testing Eligibility Rules:** Confirm and communicate the current rule governing the 12-month application-completion period and indefinite examination eligibility or attempts. (Amanda Meeuwsen, Michelle Bell)
- **Meeting Schedule Information:** Send the annual program directors' meeting schedule link to all participants and include it with future meeting communications. (Knico Van Winkle)
- **Annual Survey:** Reopen the annual survey and resend the link to programs that have not yet responded. (Michelle Bell)