

Quarterly NA & MA Programs Meeting Minutes

Date: July 15, 2026

Location: Virtual (Remote)

Facilitator: *OSBN Policy Analyst — Michelle Bell*

1. Introductions

OSBN Staff Introductions

- Michelle Bell – Policy Analyst (CNA & CMA Programs)
- Laura Blackhurst – Policy Analyst (LPN/RN & APRN Programs)
- Knico Van Winkle – Policy Coordinator
- Amanda Meeuwsen – Operations & Policy Analyst
- Patrick Owen – Operations & Policy Analyst
- Kimberly Goddard – OSBN Chief of Staff
- Rachel Prusak – Executive Director, OSBN

Program Directors & Guests

Program directors and faculty from multiple institutions introduced themselves in the chat.

New program Directors:

- Pierce Moon – Oregon Coast Community College MA Program Director
- Carri Claycomb – Program Director, Care Pathways by Rise (launching hybrid NA program)

Headmaster Attendees

- Brenah – Program Manager, Oregon Contract
 - Jasyn – Director of Operations
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2. Headmaster Presentation: “Test Your Own” Initiative

Purpose & Rationale

Headmaster and OSBN outlined the statewide need for changes due to:

- Excessive wait times for testing
- Long travel distances for students
- Limited observer availability
- Data showing skill decay while waiting for test appointments
- Regional pass-rate challenges
- Desire for improved access and timely pathways into the workforce

OSBN affirmed strong trust in Oregon’s educators and endorsed this new testing pathway.

Observer Application & Approval Requirements

- **New observer application** now live in **TMU** (last item on the list).
- **Revised Form 1505** removes conflict-of-interest language preventing educators from testing their own students.
- **Application fee:** \$100 per observer; currently approved observers do **not** need to repay.
- Observers must host **a minimum of three (3) test dates per year** to remain active.
- No monthly spacing; your “year” starts on your first test event.

Compensation Structure

- **Year 1:** \$32 per skill exam, \$10 per knowledge exam
- **Year 2:** \$43 per skill exam (knowledge exam rate may remain the same)
- All payments issued to **the facility/business entity**, not the individual observer.
- Facility determines internal observer pay rates.

Payment Logistics

- Facility must submit a **W-9**.
- Direct deposit optional; facilities may receive mailed checks.
- Community colleges typically aren’t on the Secretary of State registry; TMU can bypass that field.

Reimbursement Policies

- Mileage reimbursement available for travel **over 90 miles one way**, per IRS guidelines.
- Hotel reimbursement: **\$100/night**, when necessary.
- Mileage reimbursed **one way**, not round-trip.

Onboarding/training

- Headmaster RN training (~2.5 hours)
- Shipment of a testing kit
- QA review typically after your 3rd–4th event

Actors (Skill Test Participants)

Eligible:

- Certified CNAs
- Faculty/staff trained as actors

Not eligible:

- Current students
- Individuals in an active testing cycle

Actor guidelines and affidavit remain unchanged.

Test Site Setup Requirements

Programs wishing to host testing must:

- Submit TMU **Test Site Application**
- Provide photos of the skills lab and knowledge-testing space
- Complete remote walkthrough with Headmaster
- Ensure the site is equipped according to standardized testing station and actor requirements

Headmaster hopes many programs will progress to offering **regional test events**.

Regional Test Access Requirement

When testing their own students, programs must:

- Provide **some number of regional seats** for outside candidates
- Notify Headmaster when extra seats become available

This ensures statewide fairness and timely access.

Knowledge Test Administration (KTP)

- Observers must perform **ID checks**,
 - Knowledge Test Proctors (KTP) may administer written exams, provide STAR codes, and monitor the testing room.
 - KTPs cannot perform ID checks.
 - Having a KTP can reduce workflow burden on observers.
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3. Board Updates

Communication Guidance

OSBN Requests and Updates

- Please avoid large “reply all” email chains due to public records concerns and incomplete distribution lists.
 - For questions or communication, use: OSBN.policy@osbn.oregon.gov.
 - Meetings have moved to a quarterly schedule to accommodate busy calendars. While many appreciate this change, some directors miss the monthly meetings.
 - Policy analyst Bell has offered to host monthly office hours. Several directors expressed interest and support for this option in the meeting chat.
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Annual Survey

- Streamlined Microsoft Forms version to be released **mid-August**.
- Data will focus strictly on **statutorily required program capacity information**.

- “Nice to know” items and burdensome attachments may be removed.
 - Programs should not worry about deadlines; sufficient time will be given.
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TMU Program Reorganization

Goal: Move toward a **parent-program model**, enabling OSBN to better capture:

- Unique instructional locations
 - Individual cohort pass rates
 - Better understanding of statewide program saturation
 - Data accuracy for programs teaching multiple satellites or partner facilities
- Implementation goal: **End of 2026**

This may also streamline future annual survey processes.

Medication Aide Program Requirements

Clarified:

- Requirement remains: **6 months CNA work experience**
 - Full-time = **32 hours/week minimum**
 - Part-time equivalent = **768 total hours**
 - Training programs must **verify employment directly with employers** (no longer validated by licensing department).
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4. Open Forum / Q&A

Testing Capacity & Pacing Clarifications

- Experienced observers may test **up to 12 candidates/day**.
- Official maximum: **16 skill tests per day**.
- Knowledge test events: **Up to 12 candidates** (waivers possible for larger computer labs).

- Skills exam pacing: 35 minutes allotted + transition time (~40–45 minutes per candidate).
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Forms & Checklists

- OSBN maintains **lab** and **clinical skills checklists**.
 - OSBN aims to post these publicly on its website for easy access.
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TAP, Test Bank & Question Writing

Discussion included:

- TAP tentatively October 2 (date to be confirmed).
 - OSBN collaborates with Headmaster to remove outdated or low-performing questions from Oregon's test bank.
 - There is a desire to improve readability for English as second language (ESL).
 - Knowledge test question review and potential writing workshops planned post-TAP.
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Video Resources

- Headmaster skill demonstration videos are no longer available due to licensing limitations.
 - Some program directors are developing YouTube-based skills playlists and have offered to share the videos.
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Additional Discussion Highlights

- Test sites belonging to programs under **training prohibition** may continue hosting **testing**.
- Directors raised concerns regarding communication gaps (e.g., primary instructors receiving TMU student handbook updates but directors not). OSBN will look into this.

- Comments shared about historical burdens of test banks and regional testing requirements; OSBN reaffirmed commitment to improving processes moving forward.
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Closing Remarks

OSBN leadership thanked attendees for their collaboration and engagement.

The Board emphasized:

- Commitment to improving statewide testing access
- Transparency in policy development
- Partnership between OSBN, Headmaster, and training programs
- Dedication to bolstering Oregon's nursing assistant workforce pipeline

Next quarterly meeting details will be sent via the OSBN policy email.