Completing the electronic form at <u>www.hdmaster.com</u> -> North Dakota

DO NOT register for a testing date until this form has been submitted. The form and registration must be submitted together.

1. Select the Form 1101 ND Online Fillable Form

Form 1101 ND Online Fillable Send copy to yourself to Print or Forward to your training program

2. On the left side of your screen , complete the **pdfFiller** "Additional Authentication Required" process. (The form on the right side of the screen is a **SAMPLE ONLY** to show you the form that you are completing. Focus on the left side of the window.)

pdfFiller		
Additional Authentication Required The sender has requested your authentication for this document.	APPLICATION OF CENTRE ALTERN PROVIDENT CONSTRUCTION OF ALTERNATION OF CENTRE CONSTRUCTION OF ALTERNATION CONSTRUCTION CONSTRUCTION CONSTR	
1. Please provide us with your name and email address to ensure secure authentication. Name Email Address Vour use of this site is subject to Terms of Service Accessibility mode () GET STARTED >		
3. Read and complete the consent		oot it. I agree to use electronic records and signatures

4. Check the box to agree to use electronic records and signatures, then click "Let's Go"





5. As you complete the form, follow all the instructions provided in the form for required format. Hover on the orange triangle in the left corner, you will be able to see the required format. A red border indicates an error.

6. CRITICAL:

a. The first and last name on your 1101ND form must match your driver's license. No exceptions, no nicknames, etc. (See "Identification" in the ND Nursing Assistant Candidate Handbook)

b. Click inside the Oral box if you want the questions read during the knowledge exam. If you select "oral" you must pay the additional \$10 fee when registering for the testing date.



Completing the electronic form at <u>www.hdmaster.com</u> -> North Dakota

7. For the NDSCS program, the Optional Survey Questions must be completed.

8. a. NDSCS CNA Students ONLY:

Leave everything blank inside the "Training Program box.

Tab to page 2

8. b For all other **Challenge Test students** (includes High school students and people the lapsed licenses).

Click the 1st box : "I have not been enrolled . . "

Tab through all the boxes until you get to the 2nd page.



Page 2:

9. If you answer "yes" to any question, take the time to carefully complete the written explanation. The form will be rejected, and testing results withheld until this is completed. This section is subject to review by the ND Health Department before a CNA Certificate number is issued.

10. For signature, keep it simple. Use the top box labeled " EASY" to add your signature to the document. Click Sign.

^ا ۲	o create a signature in a handwritten font, typ lick Sign .	e your full name and	
ТҮРЕ	John Smith	SIGN	

11. Add today's date.

12. Scroll down and click done at the bottom. If you are not finished, go back to look for any box

highlighted in red. Click

Finalizing the document

13. Proof your document. This is an official form submitted to the State of ND and will remain on file indefinitely. Especially check your SSN and Birthdate.

14. Finally, click "good to go"

Last Screen

15. Last chance to proof your document.

Click Finish

\checkmark
Are You Sure?
You're about to submit your document. Are you ready to do this?
No, I Want to Keep Editing Yes, It's Good to Go!
Almost done
Almost done The author of this document has requested that the following files be uploaded before submission.
Almost done The author of this document has requested that the following files be uploaded before submission.

Completing the electronic form at <u>www.hdmaster.com</u> -> North Dakota

Next:

- a. Check "Send me copy"
- b. Type NDSCS.Cna@ndscs.edu in the box
- c. Click **SEND**.
- d. You are done!
- e. NDSCS receives the form in seconds.

pdfFiller
All done, thank you
Save a copy to pdfFiller and unlock premium features such as editing, signing, and sharing this document at any time.
Envelope - 1101ND PDFillable
Send me a copy X
Where would you like us to send a copy?
Cancel Send

17. When the 1101ND form is received, we acknowledge receipt during work hours which are Monday-Friday, 8 am to 4:30 pm. The reply will be from <u>Ndscs.CNA@Ndscs.edu</u>.

- If you don't get an email, that means the from was not completed successfully or the wrong email address was entered.
- Go back to the beginning and resubmit the form.
- The form can be completed as many times as needed.

20220215