

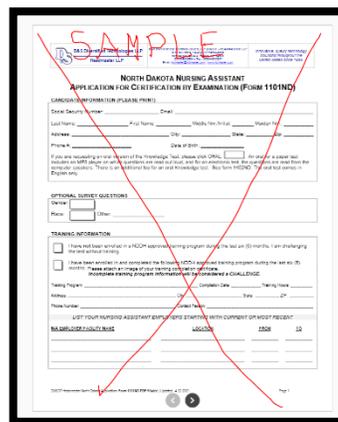
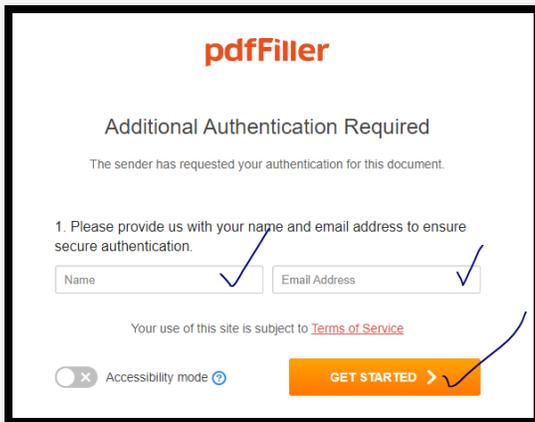
Completing the electronic form at www.hdmaster.com -> North Dakota

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

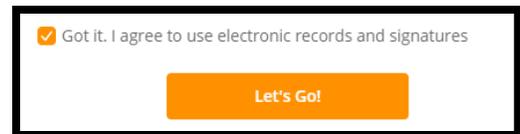
1. Select the Form 1101 ND Online Fillable Form



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.)



3. Read and complete the consent form.



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

Page 1:  (use Tab to move from box to box)

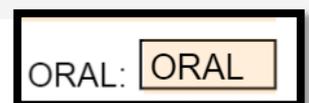


5. As you complete the form, follow all the instructions provided in the form for required format. Hover on the orange triangle in the left corner, you will be able to see the required format. A red border indicates an error.

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.**



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

8. a. **NDSCS CNA Students ONLY:**

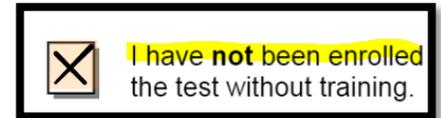
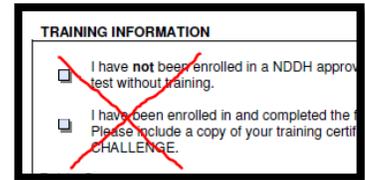
Leave everything blank inside the "Training Program box."

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.



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

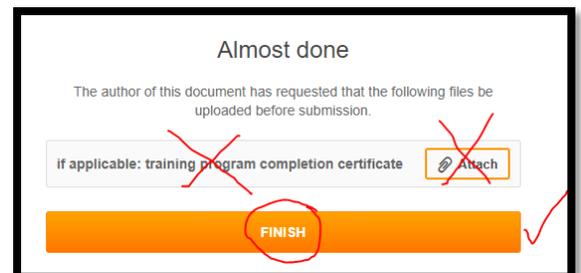
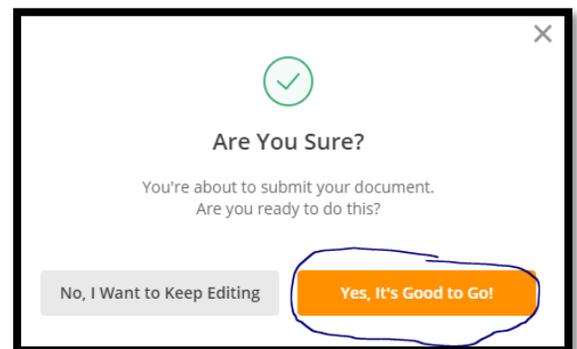
13. Proof your document. This is an official form submitted to the State of ND and will remain on file indefinitely. Especially check your SSN and Birthdate.

14. Finally, click "good to go"

Last Screen

15. Last chance to proof your document.

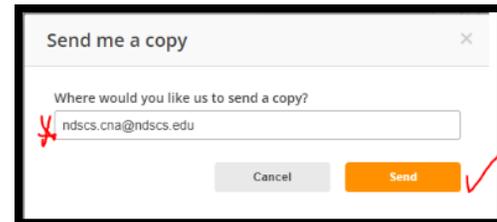
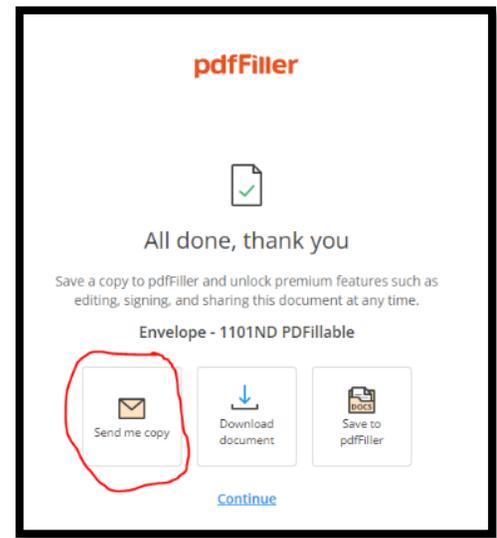
Click Finish



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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.



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 Ndscs.CNA@Ndscs.edu .

- **If you don't get an email**, that means the form 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.