

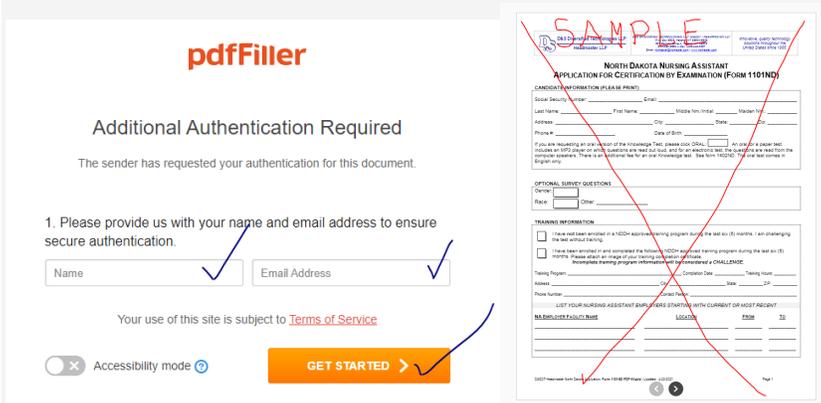
Completing the electronic form at www.hdmaster.com -> North Dakota

Steps:

1. Select the Form 1101 ND Online Fillable Form



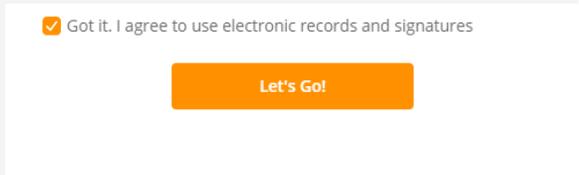
2. On the left side of your screen, complete the pdfFiller "Additional Authentication Required" process. (The form on the right side of the screen is a **SAMPLE ONLY** to show you the form that you are completing. Focus on the left side of the window.)



3. Read and complete the consent form.



4. Agree to use electronic records and signatures, then click "Let's Go"



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

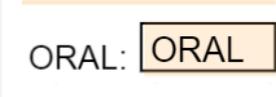
5. As you complete the form, follow all the instructions provided in the form for required format. Hover on the orange triangle in the left corner, you will be able to see the required format.



6. CRITICAL:

a. The first and last name on your 1101ND form must match your driver's license. No exceptions, no nicknames, etc. (See page 2 of the ND Nursing Assistant Candidate Handbook)

b. Click inside the Oral box if you want the questions read during the knowledge exam. There is a \$10 cost for using the oral test.



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

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8. a. NDSCS CNA Students ONLY:

Leave **everything blank** inside the "Training Program box."

Tab to page 2

8. b For **Challenge Test students** (includes High school students).
click the 1st box. Tab through all the boxes until you get to the 2nd page.

TRAINING INFORMATION

I have **not** been enrolled in a NDDH approved test without training.

I have been enrolled in and completed the test. Please include a copy of your training certificate with your test results.

I have **not** been enrolled in the test without training.

Page 2:

9. If you answer "yes" to any question, take the time to carefully complete the written explanation. The form will be rejected by HDMaster and results withheld until this is completed.

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

EASY

T

TYPE

To create a signature in a handwritten font, type your full name and click Sign.

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

✓ DONE

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. Click Finish.

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

The author of this document has requested that the following files be uploaded before submission.

if applicable: training program completion certificate Attach

FINISH

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16. LAST SCREEN:

Check "please send me a copy"

Type your email address or NDSCS.Cna@ndscs.edu or the high school instructor.

Click **SEND**. **DO NOT** click *download document or Save to pdffiller*.

17. Now, Go to your email.

18. The email is from "noreply@pdffiller.com". Don't see it? Check junk mail.

19. If you wish, save the attachment for your records.

20. Last - Forward with attachment to Ndscs.Cna@ndscs.edu. Keep your copy for reference.

The form can be completed as many times as needed if you did something wrong and it does not arrive in your email.

pdfFiller



Thank you!

Thanks for using pdfFiller! To fill out another copy of this document, please use the original link
Envelope - 1101ND PDFillable

Please send me a copy

SEND **DOWNLOAD**

