



The Education Foundation of
National Association of Licensed Practical Nurses

230 Washington Avenue Extension, Suite 101, Albany, NY 12203
518-694-5361 • Fax: 518-463-8656 • www.nalpn.org

Proctor Administrator Instructions

Upon receipt of the Gerontology or IV Therapy Certification testing materials, place items in a locked cabinet within the confines of your facility. You are responsible for safeguarding these items to prevent any tampering, reproduction, or misuse of any kind.

Once the applicant is prepared for the exam, schedule an appointment time and quiet place for the applicant to complete the exam with your full supervision. The applicant must turn in the preparatory CD to the proctor upon sitting for the exam.

Please allot a time period that affords approximately 1 minute per question on the exam. Additional time may be necessary for identification verification and settling of the examinee. Inform the examinee of the time allotted and the start and stop time of the exam. You may want to give a 10 and 5 minute warning as a courtesy to allow the examinee to finish marking any unanswered questions. Unanswered questions will be counted as wrong answers.

Inform the examinee that writing in the test booklet is not allowed. Study materials or exam assistance is not allowed.

IV Therapy – 95 questions
Gerontology – 104 questions

Once the exam time is completed, review the exam to make sure the individual filled in their name and dated the form.

Proctor: sign and date the exam sheet and affidavit. Account for the following items:

____ signed affidavit
____ completed exam
____ test booklet
____ refresher CD

Mail all materials to:

NALPN Education Foundation – Certification Department
230 Washington Avenue Extension
Albany, NY 12203