

## Mental Health Therapy Aide and Mental Health Therapy Aide Trainee (MHTA/MHTAT) Frequently Asked Questions

### How to Organize Your Work History for this Test

The following will help you organize your work experience to complete this examination easily and quickly. **Please read this before you enter your work history.**

The MHTA/MHTAT examination focuses on your work history related to providing direct patient care and/or treatment services in hospital, community and/or medical office settings. This means assisting patients with:

- Personal hygiene and grooming;
- Meals, meal preparation, and daily living activities;
- Physical, social, therapeutic or recreational programs; and
- Case management, services coordination and discharge activities.

Other work experience outside of direct patient care or treatment service is **not** part of this examination and should not be included. Employment as a housekeeper, cleaner, food service worker, pharmacy technician or aide, receptionist, scheduler, medical biller and in transportation is **not** considered direct patient care, even if the job was in a hospital, long term care, rehabilitation center or similar facility.

There are four general settings for your patient care or treatment service work history in this test. Entering your employment information will be easier and faster if you review your work history and employment dates, and group each job under the setting which best describes it **before** starting the examination:

- **Mental Health Direct Patient Care or Treatment Service:** this setting includes psychiatric inpatient units within a general hospital, psychiatric hospital, or psychiatric clinic; community or county mental health clinics, centers; residential mental health treatment centers; or Comprehensive Psychiatric Emergency Programs (CPEP);

- **Non-Mental Health Inpatient Direct Patient Care or Treatment Service:** this setting includes acute care hospitals; correctional facilities; developmental disability facilities; long term care facilities; skilled nursing facilities; or rehabilitation centers;
- **Non-Mental Health Community Care or Treatment Services:** this setting includes day treatment centers; adult day rehabilitation centers; senior citizen centers; state or voluntary operated community residences or schools; physical rehabilitation centers; home health agencies; hospital outpatient departments; public health agencies; or diagnostic treatment centers;
- **Other Direct Patient Care Experience:** this setting includes employment in doctor's offices, urgent care offices, and emergency rooms as a medical assistant, Certified Nurse Assistant (CNA), Licensed Practical Nurse (LPN) or Registered Nurse (RN).

Include the name and address of each employer, along with supervisor information if available. You need only the month and year of employment for the start and end dates of each job—not the specific date--along with the number of hours worked per week. If you have more than one job in a setting, or more than one job at a given time, you can record this as part of your examination.

### **How long will it take me to finish the examination?**

The examination will take about 45 minutes.

### **Can I save my examination and come back later?**

Yes. The website lets you fill out part of the examination and then save it. You can come back later if you are not able to complete the examination in one sitting. If you do not enter any information for 20 minutes you will be logged out.

### **What if I select "Decline" at the end of the exam?**

By selecting "Decline", your examination will not be processed, and it will be deleted from your account.

### **Do I need a driver's license?**

Depending on your work assignment, you may need a valid license to operate a motor vehicle in New York State.

**My diploma is from a school outside of the United States and its territories. Do I need to have my diploma evaluated?**

Yes, you must provide independent verification of equivalence. Please see the [Evaluations of Foreign Education page](#) on the New York State Department of Civil Service website. You must pay the required evaluation fee.