

## Mental Health Therapy Aide (MHTA) Frequently Asked Questions (FAQs)

### 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 examination focuses on your work history related to providing direct patient care and/or treatment services in a health care setting such as a hospital, residential, rehabilitation, clinic, skilled nursing, home health and/or medical office. Patient care and/or treatment services 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.

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 30 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.