

FLEXIBLE (IN FACILITY) TEST SITE CHECKLIST

- Have a North Dakota Department of Health approved training program taught on site.
- Have all the equipment and supplies listed on **FORM 1503ND** available for testing purposes. Sign and mail or fax **FORM 1503ND** to HEADMASTER.
- Complete & sign **FORM 1502ND** (application for flexible test site) and mail or fax the form to HEADMASTER.
- Have a licensed RN with at least one year of long term health care experience complete **FORM 1505ND P** (Proctor Application) and **FORM 1501ND** and mail or fax it to HEADMASTER. The RN first completing this application process will be designated as the primary proctor at the test site. A site may have a backup (secondary) Proctor for the site, but the backup proctor may only administer tests if advance notice is given to HEADMASTER and HEADMASTER approves test security arrangements for what we consider an irregular testing circumstance.
- Use **FORM 1101ND** and **FORM 1402ND** to REQUEST for exams from HEADMASTER, to be given on site by the HEADMASTER certified proctor on a time schedule convenient for the test site, candidates and proctor.

GUIDELINES FOR PROCTORS

- A Proctor **May NOT** be a Director of Nursing (DON).
- A Proctor may be an instructor of an approved training program.
- A Proctor **MUST** complete the HEADMASTER Proctor training course and pass a final exam with a 90% or better to become certified to administer CNA exams in North Dakota. The cost of the ND Proctor training course is \$89.95. The course is self-paced, individualized instruction and is necessary to provide certified proctors that will administer CNA exams in a consistent manner throughout North Dakota. The North Dakota Department of Health has approved this method of certifying proctors instead of expensive on site or regional workshop certification options. The NDDH may conduct unannounced observations of test administration as will HEADMASTER. These unannounced visits will insure quality control and consistency for the North Dakota CNA testing process. Suggestions from Proctors that would improve the testing process are always welcome.
- A proctor will test CNA candidates for the test site during their normal work hours and will not be compensated by HEADMASTER for administering tests at a flexible test site.
- A proctor must secure an actor(s) to use for test administration. An actor must complete **FORM 1515ND** and **FORM 1511ND** and be trained by the Proctor using HEADMASTER's Actor certification handbook. The actor may be a test site employee, a volunteer resident, a community volunteer, or a CNA candidate that has already been given their manual skill test. The actor will not be an employee of or compensated by HEADMASTER and the test site assumes all liability.

FLEXIBLE CHECKLIST