



NORTH DAKOTA TEST SITE CHECKLIST

- 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** (Test Site Agreement) 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 1500ND** (Test Observer Application), **FORM 1505ND** (Test Observer Agreement) and **FORM 1501ND** (Test Observer Confidentiality/Nondisclosure Agreement) and mail or fax it to HEADMASTER.
- Have candidates fill out **FORM 1101ND** (CNA Application for Testing) for exams from HEADMASTER, to be given on site by the HEADMASTER certified Test Observer on a time schedule convenient for the test site, candidates, RN Test Observer.
- Completed and signed **FORM 1101ND** must be mailed or faxed to HEADMASTER before test. If not received by HEADMASTER before testing, test results **will not** be released to candidate until received.

GUIDELINES FOR TEST OBSERVERS

- ⇒ An RN Test Observer (TO) **May NOT** be a Director of Nursing (DON).
- ⇒ An RN Test Observer may be an instructor of an approved training program.
- ⇒ A RN Test Observer **MUST** complete the HEADMASTER Test Observer training course and pass a final exam with a 90% or better to become certified to administer NA exams in North Dakota. The cost of the ND Test Observer training is \$50. The course is self-paced, individualized instruction and is necessary to provide certified RN Test Observers that will administer NA exams in a consistent manner throughout North Dakota. The North Dakota Department of Health has approved this method of certifying test observers 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 NA testing process. Suggestions from TO's that would improve the testing process are always welcome. A feedback form is available on our website www.hdmaster.com in the North Dakota section.
- ⇒ A RN Test Observer will test NA candidates for the test site during their normal work hours and will not be compensated by HEADMASTER for administering tests.
- ⇒ A RN Test Observer **must** secure an Actor(s) to use for test administration. An actor must complete **FORM 1511ND** (Actor/WTP Training Affidavit) and **FORM 1501ND** (Confidentiality/Non-Disclosure Agreement) and be trained by the Test Observer using HEADMASTER's Actor certification material. The actor may be a test site employee, a volunteer resident, a community volunteer, or a CNA that has already passed their nursing assistant certification exam. The actor will not be an employee of or compensated by HEADMASTER and the test site assumes all liability.
- ⇒ A RN Test Observer may use a Written Test Proctor (WTP) to administer the written test portion of the NA exam if they wish. A WTP must complete **FORM 1511ND** (Actor/WTP Training Affidavit) and **FORM 1501ND** (Confidentiality/Non-Disclosure Agreement) and be trained by the Test Observer using HEADMASTER's Written Test Proctor certification material. The WTP may be a test site employee or a community volunteer. The WTP will not be an employee of or compensated by HEADMASTER and the test site assumes all liability.