

D&S Diversified Technologies

dba HEADMASTER

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PROVIDING LNA TESTING SOLUTIONS for VERMONT and NEW HAMPSHIRE

TESTING SITE AGREEMENT form 1502 VT/NH

This agreement MUST be accompanied by **Form 1503 VT/NH**

Facility Name: _____ Phone: (____) _____ - _____

Address: _____ City: _____ State: _____ Zip: _____

hereinafter known as the Testing Site, will allow LNA Written and Skill Tests to be administered at our facility, under the following guidelines for FIXED **and/or** FLEXIBLE testing schedules.

As a FLEXIBLE Schedule Test Site (In Facility) we will comply with the following guidelines:

1. NO more than twelve Candidate applications may be submitted per testing date per RN Observer.
2. We will complete and mail or fax (extra charge) this **Form 1502 VT/NH and Form 1503 VT/NH** to D&S Diversified Technologies.
3. We will supply D&S DIVERSIFIED TECHNOLOGIES an approved area for testing LNA candidates on the Written and Skill Tests. The written test area and the skill test area may be used for up to 9 hours on test day and will be free of distractions during testing.
4. We will contact an RN Observer on the D&S Diversified Technologies approved Evaluator/Observer list and mutually agree to a test date. We will then **IMMEDIATELY** contact (phone, fax, or email) D&S Diversified Technologies and inform them of the scheduled test date.
5. We will use **Form 1101 VT/NH** and **Form 1402 VT/NH** to apply for tests for Candidates who complete our Vermont/New Hampshire State approved LNA training course.
6. We will assume all liability for our Candidates tested in our facility because they are our employees or trainees.
7. We agree to unannounced visits by the Vermont DAIL or VBON or NHBON and D&S DIVERSIFIED TECHNOLOGIES for the purpose of observing tests in progress.

As a FIXED Schedule Test Site (Regional) we will comply with the following guidelines:

1. We will supply an area to be used by a D&S DIVERSIFIED TECHNOLOGIES certified, independently contracted, RN Observers for the purpose of administering Written and Skill tests for up to twelve Candidates per day per Observer. The testing area(s) will be free from distractions for up to nine hours on testing days.
2. We will complete and mail or fax this **Form 1502 VT/NH** and **Form 1503 VT/NH** to D&S DT.
3. We will mutually agree to schedule test dates up to fifty-two weeks in advance with D&S DT and/or schedule mutually agreed upon, site selected test dates as far in advance as possible, with D&S DIVERSIFIED TECHNOLOGIES.
4. We agree to unannounced visits by the Vermont DAIL or VBON or NHBON and D&S DT for the purpose of observing tests in progress.
5. On testing days, we will allow an independently contracted Observer, their Actor, WTP, and test Candidates admittance to our approved Test Site. We will hold them accountable for damage, theft or any other act or action harmful to the facility in any way. D&S DIVERSIFIED TECHNOLOGIES assumes no liability for independently contracted RN Observers, their Actors, WTPs, or Candidates.

I certify that our site is under no Vermont DAIL/VBON or NHBON sanctions and I have read, understood, and will abide by the guidelines listed.

Site Administrator Signature: _____ Date: ____/____/____

Contact Phone Number: _____ Email: _____

Print designated contact person: _____

D&S DIVERSIFIED TECHNOLOGIES use ONLY: Site #: _____ assigned on ____/____/____ by _____