

# D&S DIVERSIFIED TECHNOLOGIES

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**PROVIDING CNA TESTING SOLUTIONS THROUGHOUT TENNESSEE**

## TESTING SITE AGREEMENT Form 1502

This agreement MUST be accompanied by **Form 1503TN**

Facility Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

hereinafter known as the Testing Site, will allow CNA 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 Observer.
2. We will complete and mail or fax this **Form 1502TN and Form 1503TN** to D&S Diversified Technologies.
3. We will supply D&S DIVERSIFIED TECHNOLOGIES an approved area for testing CNA candidates on the Written and Skill Tests. **The written test area and the skill test area must be separate areas that are completely enclosed (doors on all entrances and floor to ceiling walls to avoid noise and distractions).** The testing area may be used for up to 9 hours on test day.
4. We will contact an Observer on the D&S Diversified Technologies/TDH approved 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 1101TN**, **Form 1402TN** and the Tennessee State Approved Training Certificate to apply for tests for Candidates who complete our Tennessee Department of Health approved CNA training course.
6. We will assume all liability for Candidates tested in our facility because they are our employees or trainees.
7. We agree to unannounced visits by the Tennessee Department of Health and/or 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, Test Observer (TO) to administer Written and Skill Tests for up to but no more than twelve Candidates per day. **The written test area and the skill test area must be separate areas that are completely enclosed (doors on all entrances and floor to ceiling walls to avoid noise and distractions).** The testing area may be used for up to 9 hours on test day.
1. We will complete and mail or fax this **Form 1502TN and Form 1503TN** to D&S DT.
2. We will agree to schedule test dates up to fifty-two weeks in advance in mutual agreement with D&S DIVERSIFIED TECHNOLOGIES.
3. We agree to unannounced visits by the Tennessee Department of Health and/or D&S DT for the purpose of observing tests in progress.
4. On testing days, we will allow an independently contracted TO, their Actor, WTP and test Candidates admittance to our designated 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 / TDH assumes no liability for independently contracted Test Observers, their Actors, WTPs or the Candidates.

**I certify that our site is under no Tennessee Department of Health sanctions and I have read, understood and will abide by the guidelines listed. I also understand that I cannot have any video recording devices in the written or skill lab areas. I also understand that if one is found that your testing rights will be terminated on the spot. By signing this I understand the testing requirements as stated on this 1502 form.**

Site Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Print designated contact person: \_\_\_\_\_

Facility Fax Number: \_\_\_\_\_

**D&S DIVERSIFIED TECHNOLOGIES use ONLY:** Site #: \_\_\_\_\_ assigned on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_