



**D&S Diversified Technologies LLP**

**Headmaster LLP**

D&S DIVERSIFIED TECHNOLOGIES - HEADMASTER LLP  
P.O. Box 418 ~ Findlay, OH 45840  
Tennessee Toll Free: (877)201-0758 ~ Fax: (419)422-8367  
Email: [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com)  
Website: [www.hdmaster.com](http://www.hdmaster.com)

Innovative, quality technology solutions  
throughout the United States  
since 1985.

Dear Training Programs:

Below is a list of upcoming Tennessee nursing assistant (NA) instructor workshops, which will be facilitated by D&SDT-Headmaster. The NA instructor workshops are for training program instructors and program coordinators. These workshops are designed to help new program instructors/coordinators better understand the testing process for their candidates. Register as soon as possible so we can arrange to accommodate those interested in attending the workshop. Please email ([hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com)) or fax (419)422-8367 this form to D&SDT-Headmaster **at least two weeks prior to the workshop date**, so we can make every attempt to accommodate those interested in attending. Please write your 1<sup>st</sup> and 2<sup>nd</sup> choice selection of the workshop locations that you would like to attend in the far right column. Space is limited; we will email your workshop reservation once scheduled or you may call (877)201-0758 to confirm your registration.

### TENNESSEE NURSE AIDE INSTRUCTOR WORKSHOPS – JULY 2020

<i>SITE NAME AND LOCATION</i>	<i>DAY AND DATE</i>	<i>TIME</i>	<i>PLEASE WRITE 1<sup>ST</sup> AND 2<sup>ND</sup> WORKSHOP LOCATION CHOICES IN THE BOXES BELOW</i>
<b>TCAT Knoxville</b> 1100 LIBERTY STREET KNOXVILLE, TN 37919	<b>THURSDAY JULY 9, 2020</b>	9:00AM – 1:00PM (EST)	
<b>Ballad Healthcare</b> 1106 W. MARKET STREET JOHNSON CITY, TN 37604	<b>FRIDAY JULY 10, 2020</b>	9:00AM – 1:00PM (EST)	
<b>The Healthcare Center at Standifer Place</b> 2626 WALKER ROAD CHATTANOOGA, TN 37421	<b>MONDAY JULY 13, 2020</b>	9:00AM – 1:00PM (EST)	

Instructor/Coordinator Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Facility Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Instructor/Coordinator Email: \_\_\_\_\_

Are you a new instructor/coordinator (started within the past year)? Yes \_\_\_\_\_ | No \_\_\_\_\_

Is this your first time attending a D&S instructor workshop? Yes \_\_\_\_\_ | No \_\_\_\_\_

Do you need the additional software presentation for new instructors/coordinators from 1:00pm to 2:00pm (EST)? Yes \_\_\_\_\_ | No \_\_\_\_\_

For questions, please call (877)201-0758 or email [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com).

Thank you,

*Sheri Butterbaugh*

D&S DIVERSIFIED TECHNOLOGIES - HEADMASTER LLP | TENNESSEE PROGRAM MANAGER  
(877)201-0758 ~ FAX: (419)422-8367 ~ EMAIL: [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com)