

D&S DIVERSIFIED TECHNOLOGIES LLP (D&S DT)

DBA HEADMASTER

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PROVIDING Medication Aide (MA-C) TESTING SOLUTIONS THROUGHOUT the United States

TESTING SITE AGREEMENT form 1502 TM

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

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

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

hereinafter known as the Testing Site, will allow MA-C Knowledge 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 fourteen Candidate applications (without permission) may be submitted per testing date per Observer.
2. We will complete and mail or fax this **Form 1502 TM and Form 1503 TM** to D&S Diversified Technologies.
3. We will supply D&S DIVERSIFIED TECHNOLOGIES an approved area for testing MA-C candidates on the Knowledge and Skill Tests. The knowledge test area and the skill test area may be used for up to 8 hours on test day. The knowledge 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).
4. We will contact an RN Observer on the D&S Diversified Technologies approved RN 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 TM** and **Form 1402 TM** (or the online equivalents) to apply for tests for Candidates who complete our Tennessee Board of Nursing approved MA-C 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 Tennessee Board of Nursing and/or D&S DIVERSIFIED TECHNOLOGIES for the purpose of observing tests in progress.

As a FIXED Schedule (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 Test Observer (TO) and up to two additional persons called the testing team to administer Knowledge and Skill Tests. The provided area will be free from distractions for up to eight hours on testing days. The knowledge 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).
2. We will complete and mail or fax this **Form 1502 TM and Form 1503 TM** to D&S DT.
3. We will mutually agree to schedule test dates up to fifty-two weeks in advance with D&S DIVERSIFIED TECHNOLOGIES.
4. We agree to unannounced visits by the Tennessee Board of Nursing and/or D&S DT for the purpose of observing tests in progress.
5. On testing days, we will allow an independently contracted TO, their Actor, Knowledge Test Proctor (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. Neither D&S DIVERSIFIED TECHNOLOGIES nor the Tennessee Board of Nursing assumes any liability for independently contracted Test Observers, their Actors, WTPs, or Candidates.

I certify that our site is under no Tennessee Board of Nursing or Health Department 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: _____

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