Test Administration Services Entity (TASE)

TEST ADMINISTRATION SERVICES AGREEMENT

TASE FORM 1505INS | Ohio Nurse Aide (NA-KTP)

In the **AFFIDAVIT** that is part of the TASE Application in TMU©, you will certify that you have read, understand, and will abide by the terms and conditions of the Testing Services Business Entity Agreement Form (TASE FORM 1505INS | Ohio NA-KTP) as established to do business by statute in the State of Ohio.

PARTIES

HIRING AGENT: D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP (COMPANY)
P.O. Box 6609
Helena, MT 59604–6609
Phone #: (888)401-0462 | Fax #: (406)442-3357
Email: ohio@hdmaster.com Website: www.hdmaster.com

PURPOSE

COMPANY executes this agreement for Test Administration Services with the herein-named TASE (Business Entity), as established to do business by statute in the State of Ohio.

OBLIGATIONS

COMPANY will:

- Obtain and provide, per State regulations, the dates and locations required for test administration.
- Provide a schedule of test administrations needed Statewide through our test administration software (Testing Opportunities).
- Provide secure access to the Statewide test schedule, allowing TASEs to select desired testing opportunities.
- Periodically check to confirm TASE has Workers' Compensation insurance per State regulations.
- Provide timely access to COMPANY's toll-free support system and cloud-based test management software required by the State.
- Monitor that testing sites are safe, clean, and reasonably free of distractions, in accordance with State-approved test site requirements.
- Facilitate periodic review of test administrations upon request of TASE, State officials, or COMPANY to ensure compliance with state standards and improve future test administration experiences for test candidates.
- Notify TASE of any deficiencies found in periodic reviews and in test packet materials (printed or electronic) submitted to COMPANY.

TASE will:

- Hire, supervise, and compensate test administration teams (test team) that include at least one
  - Registered Nurse Test Observer(s) (RN-TO) to administer the knowledge test portion of the exam
- Ensure their certified test team(s) perform at least three test administrations per year.
- Provide timely, quality, unbiased test administration services that comply with State and Federal law.

- Provide all necessary electronic testing equipment that is compatible with COMPANY's software.
- Provide all testing supplies needed, as required by the State, to administer tests to State and Federal standards.
- Provide secure, reliable hotspots and/or Wi-Fi/internet access for their test team(s).
- The TASE understands and will comply with all State and Federal regulations, including but not limited to:
    - State Approved Testing Standards (see Attachment A found at www.hdmaster.com, under the 'Business Entities Providing Testing Services' heading).
    - Americans with Disabilities Act (ADA).
    - Recent criminal background checks for applicable testing team members if required per State requirements.
    - Agree to the Monitoring and Statistical Analysis of their RN Test Observer(s) (TOs) and other test team members.
- The team understands they will only test candidates trained at the TASE's training program.
- Correctly submit testing packet materials (electronic and/or printed) to COMPANY the same day tests are administered.
- Assume responsibility for the team's State and Federal taxes and withholdings.
- Assume liability for failure to administer tests in compliance with this agreement and applicable regulations.

COMPENSATION

TASE will pay COMPANY:

- A one-time fee of $40.00 (per TASE-provided RN Test Observer) to certify that each TO has the necessary qualifications to administer exams that meet State testing standards.
    - *Paid through the TMU© TASE application.*

TERMINATION

Either party may terminate this Agreement by choosing not to offer or accept work from the other. COMPANY may terminate this Agreement if it does not receive testing materials from TASE as required per State standards presented in Attachment A, found at www.hdmaster.com, under the 'Business Entities Providing Test Administration Services' button.

AGREED



D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP (COMPANY)