



California Nurse Aide

## Test Site Agreement Form

We will allow Nurse Aide Knowledge and Skill Tests to be administered at our facility under the following guidelines:

### As an In-Facility & Regional Test Site, we agree to:

1. Complete and submit the [Test Site Application](#), which includes uploading the required images. The application can also be found on the California TMU© main page under 'APPLICATIONS' <https://ca.tmutest.com/apply/12>. A remote test site visit may also be arranged by D&SDT-HEADMASTER staff with the test site.
2. Complete the [Test Date Request Form](#) found on the California web page at [www.hdmaster.com](http://www.hdmaster.com). Requests must be submitted at least 2 business weeks prior to the requested date; otherwise, they will be denied. If you have more than one test date request, please submit this form for each respective date.
  - a. Submit no more than eighteen skill test candidates per testing date (and no fewer than five per four-hour flight) per RN Test Observer. (Most RN Test Observers will desire fewer than 18 candidates per test event.)
  - b. Submit no more than \*twelve knowledge exam test candidates per testing date.
    - \* Requesting more than twelve candidates on the Test Date Request Form may result in more than one knowledge test time for the event. If you have questions, please contact the California team at [california@hdmaster.com](mailto:california@hdmaster.com).
3. Supply an approved, distraction-free area for testing nurse aide (NA) candidates on the Knowledge and Skill Tests. The knowledge test area and the skill test area may be used for up to 9 hours on the test day when accommodating an overbooked two-flight test event.
4. Use **TMU©** to schedule test seats for our own candidates who complete a California Department of Public Health (CDPH) approved nurse aide training program. (Link to **TMU©** at [ca.tmutest.com](http://ca.tmutest.com))
5. **Allow unfilled test slots/seats reserved for our own candidates to be used by candidates at large within 48 business hours before a scheduled test event.**
6. Schedule additional mutually agreed-upon test dates with D&SDT-HEADMASTER as far in advance as possible to help meet the overall testing demand in our area. D&SDT-HEADMASTER staff will contact and schedule the test teams for any Regional events we allow to be held in our facility.
7. Unannounced visits by the California Department of Public Health (CDPH) and D&SDT-HEADMASTER staff to observe tests in progress and improve competency testing in California.
8. On testing days, allow the D&SDT-HEADMASTER/CDPH certified RN Test Observer, Actor, Knowledge Test Proctor (KTP), our own trained candidates, and at-large test candidates admittance to our approved Test Site.
9. Hold test teams and test candidates accountable for damage, theft, or any other act or action harmful to the facility in any way.
10. Assume all liability for our own test candidates.
11. Waive liability claims against D&SDT-HEADMASTER and/or CDPH in assuming any liability for any of the entities involved in testing. (D&SDT-HEADMASTER/CDPH certified RN Test Observers, Actors, KTPs, or test candidates.)



## As a CLOSED In-Facility Test Site, we agree to:

1. Complete and submit the [Test Site Application](#), which includes uploading the required images. The application can also be found on the California TMU© main page under 'APPLICATIONS' <https://ca.tmutest.com/apply/12>. A remote test site visit may also be arranged by D&SDT-HEADMASTER staff with the test site.
2. Complete the [Test Date Request Form](#) found on the California web page at [www.hdmaster.com](http://www.hdmaster.com). Requests must be submitted at least 2 business weeks prior to the requested date; otherwise, they will be denied. If you have more than one test date request, please submit this form for each respective date.
  - a. Submit no more than eighteen skill test candidates per testing date (and no fewer than five per four-hour flight) per RN Test Observer. (Most RN Test Observers will desire fewer than 18 candidates per test event.)
  - b. Submit no more than \*twelve knowledge exam test candidates per testing date.
    - \* Requesting more than twelve candidates on the Test Date Request Form may result in more than one knowledge test time for the event. If you have questions, please contact the California team at [california@hdmaster.com](mailto:california@hdmaster.com).
3. Supply an approved, distraction and interruption-free area for testing nurse aide (NA) candidates on the Knowledge and Skill Tests. The knowledge test area and the skill test area may be used for up to 9 hours on the test day when accommodating an overbooked two-flight test event.
4. Use **TMU©** to schedule test seats for our own candidates who complete a California Department of Public Health (CDPH) approved nurse aide training program. (Link to **TMU©** at [ca.tmutest.com](http://ca.tmutest.com))
- 5. Tests will only be for our own candidates, and we will not release empty seats to at-large candidates.**
6. We will pay an advance payment to schedule a closed event equal to at least six (6) candidates at the regular price, no matter how many fewer we test. Each additional candidate tested at a closed testing event over the 6-candidate minimum (up to the RN Test Observer's limit) will be at the regular price per each additional test component required. Six candidates for the knowledge and skill test components would equal a minimum advance payment of \$840 (*or \$600 for six candidates for the skill test component if remotely proctored knowledge testing is done*) to schedule a closed test event [advance payments are refundable in some instances]. This ensures that a test team coming into your closed test site is guaranteed to be paid for at least 6 (or more) candidates, no matter how many show up.) [To pay the closed event fee, email [california@hdmaster.com](mailto:california@hdmaster.com) and request the payment form.]
7. Unannounced visits by the California Department of Public Health (CDPH) and D&SDT-HEADMASTER staff to observe tests in progress and improve competency testing in California.
8. On testing days, we will admit D&SDT-HEADMASTER/CDPH-certified RN Test Observers, Actors, Knowledge Test Proctors (KTP), and our own trained candidates to our approved Test Site.
9. Assume all liability for our own test candidates.
10. Waive liability claims against D&SDT-HEADMASTER and/or CDPH for assuming any liability for any of the entities involved in testing (D&SDT-HEADMASTER/CDPH certified RN Test Observers, Actors, KTPs, or any test candidates).

### **Photographing, Recording, or Videotaping Test Events**

- As a certification test vendor, D&SDT-HEADMASTER must ensure the security of knowledge and skill test items and proprietary test delivery software.
- Certification test events are expected to be conducted in a distraction-free environment with a high degree of personal privacy and security. Photographing, videotaping, or recording via security or surveillance cameras or any other device while any knowledge or skill testing is being conducted is expressly prohibited unless advance written permission has been granted by D&SDT-HEADMASTER and/or the California Department of Public Health (CDPH).
- To host certification test events for test candidates, you agree that no electronic recording devices will be used to record sound or video of actual test candidates, test events, or any part of test administration. You agree that to allow the recording of certification testing events in progress without the express written consent of D&SDT-HEADMASTER and/or CDPH may result in the loss of your test site approval and/or training program approval and may subject you to prosecution by all affected parties to the full extent of the law.

### **TEST SITE AFFIDAVIT**

Our facility will attest on the California TMU© Test Site Application that our Facility is under no authoritative sanctions, that the equipment and supplies per the Test Site Equipment List will be available and in good working order, that the testing rooms will be distraction-free and interruption-free on testing days, and that we have read, understood, and will abide by all listed guidelines.