



Michigan Nurse Aide and/or Medication Aide

Test Site Agreement Form

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

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

1. Submit NO more than eighteen skill test candidates per testing date (and no less than five per four-hour flight) per RN Test Observer. (Most RN Test Observers will desire fewer than 18 candidates per test event and will want at least five to assemble a testing team.)
2. Complete, upload the required images, and submit the **Nurse Aide** and/or the **Medication Aide Test Site Application** in the Michigan TMU© <https://mi.tmutest.com/apply/12> – for nurse aide, and <https://mi.tmutest.com/apply/13> – for medication aide. A remote test site visit may also be arranged with the test site by D&SDT-HEADMASTER staff.
3. Supply an approved, distraction- and interruption-free area for testing nurse aide (NA) candidates on the Knowledge and Skill Tests (and/or medication aide candidates – MA on the Knowledge Test). The knowledge and skill test areas may be used for up to 9 hours on a test day when accommodating an overbooked two-flight test event.
4. Create test events in **TMU©**, including linking a certified D&SDT-HEADMASTER/LARA-certified RN Test Observer and their certified testing team that has committed their team to the test event for any test dates created. D&SDT-HEADMASTER staff can assist you with finding a test team when asked.
5. Use **TMU©** to schedule test seats for our own candidates who complete a Michigan Department of Licensing and Regulatory Affairs (LARA)- approved nurse aide (or medication aide) training program. (Link to **TMU©** at mi.tmutest.com)
6. Unannounced visits by the Michigan Department of Licensing and Regulatory Affairs (LARA) and D&SDT-HEADMASTER staff for the purpose of observing tests in progress to improve competency testing in Michigan.
7. **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.**
8. 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.
9. On testing days, allow the D&SDT-HEADMASTER/LARA-certified RN Test Observer certified RN Test Observer, Actor, Knowledge Test Proctor (KTP), our own trained candidates, and test candidates at large admittance to our approved Test Site.
10. Hold test teams and test candidates accountable for damage, theft, or any other act or action harmful to the facility in any way.
11. Assume all liability for our own test candidates.
12. Waive liability claims against D&SDT-HEADMASTER and/or LARA in assuming any liability for any of the entities involved in testing. (D&SDT-HEADMASTER/LARA certified RN Test Observers, Actors, KTPs, or test candidates.)



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

1. Complete, upload the required images, and submit the **Nurse Aide** and/or the **Medication Aide Test Site Application** in the Michigan TMU© <https://mi.tmutest.com/apply/12> – for nurse aide, and <https://mi.tmutest.com/apply/13> – for medication aide. A remote test site visit may also be arranged with the test site by D&SDT-HEADMASTER staff.
2. Supply an approved, distraction- and interruption-free area for testing nurse aide (NA) candidates on the Knowledge and Skill Tests (and/or medication aide candidates—MA on the Knowledge Test). The knowledge and skill test areas may be used for up to 9 hours on a test day when accommodating an overbooked two-flight test event.
3. Create test events in **TMU©**, including linking a certified D&SDT-HEADMASTER/LARA-certified RN Test Observer and their certified testing team that has committed their team to the test event for any test dates created. D&SDT-HEADMASTER staff can assist you with finding a test team when asked.
- 4. Tests will only be for our own candidates, and we will not release empty seats to at-large candidates.**
5. We will pay an advance payment to schedule a closed event equal to at least six 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. (6 candidates for both the knowledge and skill test components would equal a minimum advance payment of \$1050 [refundable in some instances] to schedule a closed test event. 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 michigan@hdmaster.com and request the payment form.]
6. Unannounced visits by the Michigan Department of Licensing and Regulatory Affairs (LARA) and D&SDT-HEADMASTER staff for the purpose of observing tests in progress to improve competency testing in Michigan.
7. On testing days, allow the D&SDT-HEADMASTER/LARA-certified RN Test Observer, Actor, Knowledge Test Proctor (KTP), and our own trained candidates admission to our approved Test Site.
8. Assume all liability for our own test candidates.
9. Waive liability claims against D&SDT-HEADMASTER and/or LARA in assuming any liability for any of the entities involved in testing. (D&SDT-HEADMASTER/LARA-certified RN Test Observers, Actors, KTPs, or 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 high 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 Michigan Department of Licensing and Regulatory Affairs (LARA).
- 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 LARA 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 Michigan TMU© Test Site Application(s) 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.