



Montana 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 Proctored Test Site, we agree to:

(only test candidates trained at our program or employed by this facility)

1. Submit NO more than ten skill test candidates per testing date (and no less than five per four-hour flight) per RN Test Observer.
2. Complete, upload the required images, and submit the Test Site Application in the Montana TMU© <https://mt.tmutest.com/apply/11>. A remote test site visit may also be arranged with the test site by D&SDT-HEADMASTER staff.
3. Supply an approved, distraction-free, interruption-free area for testing nurse aide (NA) candidates on the Knowledge and Skill Tests. The knowledge and skill test areas may be used for up to 9 hours on test day when accommodating an overbooked two-flight test event.
4. Create test events in **TMU©**, including linking a D&SDT-HEADMASTER/DPHHS-certified RN Test Observer and a certified testing team committed to the test event for the test dates created.
5. Use **TMU©** to schedule test seats for our own candidates who complete a Montana Department of Health and Human Services (DPHHS) approved nurse aide training program. (Link to **TMU©** at mt.tmutest.com)
6. Unannounced visits by the Montana Department of Health and Human Services (DPHHS) and D&SDT-HEADMASTER staff to observe tests in progress and improve competency testing in Montana.
7. On testing days, allow the D&SDT-HEADMASTER/DPHHS-certified RN Test Observer, Actor, Knowledge Test Proctor (KTP), and our own trained candidates admittance to our approved Test Site.
8. We will pay the test proctor for testing on company time conducted at our facility for candidates employed/trained by us.
9. Assume all liability for our own test candidates, RN Test Observers, Actors, and Knowledge Test Proctors.
10. Waive liability claims against D&SDT-HEADMASTER and/or DPHHS in assuming any liability for any of the entities involved in testing. (D&SDT-HEADMASTER/DPHHS certified RN Test Observers, Actors, KTPs, or test candidates.)



As a Regional Test Site, we agree to:

(allow candidates trained at any program or challenge candidates to test at our test site)

1. Complete, upload the required images, and submit the Test Site Application in the Montana TMU© <https://mt.tmutest.com/apply/11>. A remote test site visit may also be arranged with the test site by D&SDT-HEADMASTER staff.
2. Supply an approved, distraction-free, interruption-free area for testing nurse aide (NA) candidates on the Knowledge and Skill Tests. The knowledge and skill test areas may be used for up to 9 hours on test day when accommodating an overbooked two-flight test event.
3. Create test events in **TMU©**, including linking a D&SDT-HEADMASTER/DPHHS certified RN Test Observer and certified testing team who has committed their testing 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. 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.
5. Unannounced visits by the Montana Department of Health and Human Services (DPHHS) and D&SDT-HEADMASTER staff to observe tests in progress and improve competency testing in Montana.
6. On testing days, allow the D&SDT-HEADMASTER/DPHHS-certified RN Test Observer, Actor, Knowledge Test Proctor (KTP), our own trained candidates, as well as at-large test candidates admittance to our approved Test Site.
7. Hold test teams and test candidates accountable for damage, theft, or any other act or action harmful to the facility in any way.
8. Waive liability claims against D&SDT-HEADMASTER and/or DPHHS in assuming any liability for any of the entities involved in testing. (D&SDT-HEADMASTER/DPHHS 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 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 Montana Department of Health and Human Services (DPHHS).
- 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 DPHHS 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 Montana 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.