



D&S Diversified Technologies LLP

Headmaster LLP

D&SDT-HEADMASTER LLP

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*Innovative, quality technology solutions
throughout the United States since 1985.*

OHIO STNA –D&S DIVERSIFIED TECHNOLOGIES (D&SDT)-HEADMASTER

TESTING SITE AGREEMENT FORM 1502OH

(This agreement MUST be accompanied by **Test Site Equipment List Affidavit Form 1503OH**
(including pictures of the required rooms and equipment))

Facility Name: _____ Phone: () _____

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

Hereinafter known as the Testing Site, will allow state tested nurse aide (STNA) 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 – only test candidates trained in your program) we will comply with the following guidelines:

1. We will supply an area to be used by a D&SDT-HEADMASTER certified, independently contracted RN Test Observer for the purpose of administering Knowledge and Skill tests for *at least* eight candidates per day per RN Test Observer. The area(s) will be free from distractions for up to nine hours on testing days.
2. We will complete and mail, email or fax this **Test Site Agreement Form 1502OH** and the **Test Site Equipment List Affidavit Form 1503OH with pictures of the required rooms and equipment** to D&SDT-HEADMASTER.
3. We will agree to schedule test dates in advance with D&SDT-HEADMASTER certified, independently contracted RN Test Observers and/or schedule mutually agreed upon, site selected test dates as far in advance as possible, with D&SDT-HEADMASTER staff.
4. On testing days, we will allow an independently contracted RN Test Observers, their Actors, KTPs and test Candidates admittance to our approved Test Site. We will assume all liability for our Candidates tested in our facility because they are our employees or trainees.
5. We agree to unannounced visits by the Ohio Department of Health (ODH) and D&SDT-HEADMASTER staff for the purpose of observing tests in progress to improve the testing process in Ohio.

As a FIXED Schedule Test Site (Regional – allow candidates trained in other programs to test) we will comply with the following guidelines:

1. We will supply an area to be used by a D&SDT-HEADMASTER certified, independently contracted RN Test Observers for the purpose of administering Knowledge and Skill tests for *at least* eight Candidates per day per RN Test Observer. The area(s) will be free from distractions for up to nine hours on testing days.
2. We will complete and mail, email or fax this **Test Site Agreement Form 1502OH** and the **Test Site Equipment List Affidavit Form 1503OH with pictures of the required rooms and equipment** to D&SDT-HEADMASTER.
3. We will mutually agree to schedule test dates up to fifty-two weeks in advance with D&SDT-HEADMASTER certified, independently contracted RN Test Observers and/or schedule mutually agreed upon, site selected test dates as far in advance as possible, with D&SDT-HEADMASTER staff.
4. We agree to unannounced visits by the Ohio Department of Health (ODH) and D&SDT-HEADMASTER for the purpose of observing tests in progress to improve the testing process in Ohio.
5. On testing days, we will allow an independently contracted RN Observers, their Actors, KTPs and test Candidates admittance to our approved Test Site. We will hold them accountable for damage, theft or any other act or action harmful to the facility in any way. D&SDT-HEADMASTER assumes no liability for independently contracted RN Test Observers, their Actors, KTPs or Candidates.

PHOTOGRAPHING OR VIDEOTAPING TEST EVENTS

As a certification test vendor, D&S Diversified Technologies LLP (D&SDT) – HEADMASTER, LLP must ensure the security of knowledge and skill test items and our proprietary test delivery software.

Certification test events are expected to be conducted in a distraction free environment with a high degree of personal privacy. Photographing, videotaping, recording via security or surveillance cameras or any other device while any D&SDT-HEADMASTER knowledge or skill testing is being conducted is expressly prohibited unless advance written permission has been granted by D&SDT-HEADMASTER and ODH.

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 recording of certification testing events in progress without the express written consent of D&SDT-Headmaster and ODH may result in the loss of your test site approval, training program approval and may subject you to prosecution by all affected parties to the full extent of the law.

I certify that our site is under no Ohio Department of Health sanctions and I have read, understood, and will abide by these guidelines.

Site Administrator Signature: _____ Date: _____ | _____ | _____

Contact Phone Number: () _____ Fax #: () _____

Print designated contact person's name _____ Email: _____

D&S DIVERSIFIED TECHNOLOGIES-HEADMASTER use ONLY: Site #: _____ Assigned on: _____ | _____ | _____ by _____ Confirmation letter emailed: _____ | _____ | _____