



D&S Diversified Technologies LLP

Headmaster LLP

D&S DIVERSIFIED TECHNOLOGIES-HEADMASTER LLP

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

**TENNESSEE NURSE AIDE
TEST SITE AGREEMENT – FORM 1502TN**

This agreement MUST be accompanied by Test Site Equipment List Affidavit - **Form 1503TN**

Facility Name: _____ Phone: _____

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

hereinafter known as the Testing Site, will allow Nurse Aide Knowledge and Skill Tests to be administered at our facility, under the following guidelines.

As a FIXED (Regional) Test Site we agree to:

1. Supply an area to be used by a D&SDT-HEADMASTER certified, independently contracted, RN Test Observer and team for the purpose of administering Knowledge and Skill tests for up to twelve candidates per day per RN Test Observer. The area(s) will be free from distractions for up to nine hours on testing days. The knowledge test area and skill test area must be separate areas that are completely enclosed (doors on all entrances and floor to ceiling walls to avoid noise and distractions).
2. Complete and submit this Test Site Agreement **Form 1502TN** and Test Site Equipment List Affidavit **Form 1503TN** to D&SDT-HEADMASTER LLP for approval. A virtual test site visit will be arranged with D&SDT-HEADMASTER.
3. Schedule additional mutually agreed upon test dates with D&SDT-HEADMASTER as far in advance as possible, to help meet over all testing demand in our area. D&SDT-HEADMASTER staff will contact and schedule the test teams for any Regional events we can schedule to be held in our facility.
4. Unannounced visits by the Tennessee Department of Health and D&SDT-HEADMASTER LLP staff for the purpose of observing tests in progress.
5. Allow, on testing days, an independently contracted RN Test Observer, Actor, Knowledge Test Proctor (KTP) and our own test candidates as well as at large test candidates admittance to our approved Test Site. Candidates will be held accountable for damage, theft or any other act or action harmful to the facility in any way. Neither D&SDT-HEADMASTER nor TDH assumes any liability for independently contracted RN Test Observers, Actors, KTPs or any test candidates.

As a FLEXIBLE Test Site (In Facility – only test candidates trained in your program) we agree to:

1. Supply an approved area for testing at least twelve 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 test day. The knowledge test area and skill test area must be separate areas that are completely enclosed (doors on all entrances and floor to ceiling walls to avoid noise and distractions). Tests will only be for our own candidates and we will not release empty seats to at large candidates.
2. Complete and submit this Test Site Agreement **Form 1502TN** and Test Site Equipment List Affidavit **Form 1503TN** to D&SDT-HEADMASTER for approval. A virtual test site visit will be arranged with D&SDT-HEADMASTER.
3. Will contact a certified RN Test Observer and mutually agree to a test date that the RN Test Observer will commit his/her testing team to for the date created. Then immediately contact D&SDT-HEADMASTER (phone, fax or email) and inform D&SDT-HEADMASTER of the scheduled test date. D&SDT-HEADMASTER staff will assist you with finding a test team when asked.
4. Agree to schedule test dates in advance with D&SDT-HEADMASTER to schedule test seats for our own candidates who complete a Tennessee Department of Health (TDH) approved Certified Nurse Aide training course. (Link to **WebETest**® at www.hdmaster.com, click on Tennessee NA.)
5. Assume all liability for our candidates tested in our facility because they are our employees or trainees.
6. Unannounced visits by the TDH and D&SDT-HEADMASTER LLP staff for the purpose of observing tests in progress.
7. Allow, on testing days, an independently contracted RN Test Observer, his/her Actor, Knowledge Test Proctor (KTP) and our own trained 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. Neither D&SDT-HEADMASTER LLP nor TDH assumes any liability for independently contracted RN Test Observers, Actors, KTPs or any test candidates.

PHOTOGRAPHING, RECORDING OR VIDEOTAPING TEST EVENTS

- As a certification test vendor, D&SDT-HEADMASTER LLP 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, recording via security or surveillance cameras or any other device while any D&SDT-HEADMASTER LLP knowledge or skill testing is being conducted is expressly prohibited unless advance written permission has been granted by D&SDT-HEADMASTER LLP and the Tennessee Department of Health.
- 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 LLP and TDH 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.

I CERTIFY THAT OUR SITE IS UNDER NO AUTHORITATIVE SANCTIONS AND I HAVE READ, UNDERSTOOD AND WILL ABIDE BY ALL GUIDELINES LISTED.

Test Site Administrator Signature: _____

Designated Test Site Contact Person: _____ Best Test Site Contact Phone Number: _____

Email: _____ Date: _____

D&SDT-HEADMASTER use ONLY: Approved on _____ / _____ / _____ by _____ Confirmation emailed: _____ / _____ / _____