



Tennessee 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. 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 Test Site Application in the Tennessee TMU© <https://tn.tmutest.com/apply/>. 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.
 - *(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).*
4. Schedule agreed-upon test dates with D&SDT-HEADMASTER as far in advance as possible, including a D&SDT-HEADMASTER/HFC-certified RN Test Observer and a certified testing team that has committed its team to the test event for the test dates created. D&SDT-HEADMASTER staff can assist with finding a test team when asked.
5. Use **TMU©** to schedule test seats for our own candidates who complete a Tennessee Health Facilities Commission (HFC) approved nurse aide training program. (Link to **TMU©** at <https://tn.tmutest.com/>)
6. Unannounced visits by the Tennessee Health Facilities Commission (HFC) and D&SDT-HEADMASTER staff to observe tests in progress and improve competency testing in Tennessee.
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/HFC certified RN Test Observer, Actor, Knowledge Test Proctor (KTP), our own trained candidates, and at-large test candidates 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 because they are covered under our facility insurance policy.
12. Waive liability claims against D&SDT-HEADMASTER and/or HFC in assuming any liability for any of the entities involved in testing. (D&SDT-HEADMASTER/HFC 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 Test Site Application in the Tennessee TMU© <https://tn.tmutest.com/apply/>. 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.
 - *(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).*
3. Arrange test events with a certified RN Test Observer who has committed their testing team to the test event for any test dates created. (The test site will contact a certified RN Test Observer and mutually agree to a test date to which the RN Test Observer will commit their certified testing team for the test date created.) Then, immediately contact D&SDT-HEADMASTER (via email at tennessee@hdmaster.com) to inform D&SDT-HEADMASTER of the scheduled test date(s). D&SDT-HEADMASTER staff can assist you with finding a test team when asked.
- 4. We will only hold tests for our own candidates and 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 (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 tennessee@hdmaster.com and request the payment form.]
6. Unannounced visits by the Tennessee Health Facilities Commission (HFC) and D&SDT-HEADMASTER staff to observe tests in progress and improve competency testing in Tennessee.
7. On testing days, we will admit D&SDT-HEADMASTER/HFC certified RN Test Observers, Actors, Knowledge Test Proctors (KTP), and our own trained candidates to our approved Test Site.
8. Assume all liability for our own test candidates because they are covered under our facility insurance policy.
9. Waive liability claims against D&SDT-HEADMASTER and/or HFC for assuming any liability for any of the entities involved in testing (D&SDT-HEADMASTER/HFC 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 and interruption-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 Tennessee Health Facilities Commission (HFC).
- 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 HFC 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 Tennessee 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.