TRAINING PROGRAM/INSTRUCTOR
INFORMATION FOR REQUESTING A TEST DATE FROM D&SDT-HEADMASTER

Following are the steps to follow when requesting a test date from D&SDT-Headmaster for an upcoming graduating class:

In order to allow D&SDT-Headmaster scheduling staff time to arrange a test date for your candidates, it is helpful if you contact D&SDT-Headmaster (phone #: (877)201-0756 or email: hdmaster@hdmaster.com) when your class starts and provide the anticipated graduation date and the number of candidates that will need to be tested. That way we can start working on confirming a test date with an RN Test Observer so that a test event is on the calendar when your candidates graduate. As the date approaches, please reconfirm the number of candidates that will be testing to give us an accurate number of candidates for the test event.

We kindly request the following information:

- **TEST DATE REQUESTED**
- **TEST START TIME AND ANY SPECIAL TEST SITE INSTRUCTIONS**
- **NUMBER OF CANDIDATES**
- **REQUESTED RN TEST OBSERVER, IF YOU HAVE SOMEONE YOU PREFER**
  - *Otherwise, D&SDT-Headmaster will find the RN Test Observer for the event*

D&SDT-Headmaster Tennessee scheduling staff will then reach out to the requested RN Test Observer to confirm the test date and time. If you do not have a requested RN Test Observer, then D&SDT-Headmaster will reach out to other RN Test Observers in your area for their availability on the date(s) requested. In some cases, an RN Test Observer may offer alternate dates that s(he) is available to test, and then we would be in touch with you to confirm if one of the alternate dates would work for your facility.

Once the test date, time, number of candidates testing and the RN Test Observer are all confirmed, D&SDT-Headmaster will put the test event on the calendar for your candidates to schedule into once they have completed training and their fees have been paid.

If you have any questions, please feel free to contact us at (877)201-0758 or via email at hdmaster@hdmaster.com.

We look forward to assisting you in arranging test events for your candidates!