



Wisconsin 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. Submit no more than twelve skill test candidates per testing date.
3. Complete, upload the required images, and submit the [Test Site Application](#) in Wisconsin TMU© <https://wi.tmutest.com/apply/19>. A remote test site visit may be arranged with the test site by D&SDT-HEADMASTER staff.
4. Supply an approved, distraction-free area for testing 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 the test day to accommodate an overbooked two-flight test event.
5. Complete the [Test Date Request Form](#) found on the Wisconsin main web page at www.hdmaster.com. Requests must be submitted at least two business weeks prior to the requested date, or they will be denied. If you have more than one test date request, please submit this form for each respective date.
6. We will use TMU© to schedule test seats for our own candidates who complete a Wisconsin Department of Health Services (DHS)- approved nurse aide training program. (Link to **TMU©** at wi.tmutest.com)
7. Unannounced visits by the Wisconsin Department of Health Services (DHS) and D&SDT-HEADMASTER staff to observe tests in progress and improve competency testing in Wisconsin.
8. **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.**
9. 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.
10. On testing days, allow the D&SDT-HEADMASTER/DHS certified RN Test Observer, Actor, Knowledge Test Proctor (KTP), our own trained candidates, and at-large test candidates admittance to our approved Test Site.
11. Hold test teams and test candidates accountable for damage, theft, or any other act or action harmful to the facility in any way.
12. Assume all liability for our own test candidates.
13. Waive liability claims against D&SDT-HEADMASTER and/or DHS in assuming any liability for any of the entities involved in testing. (D&SDT-HEADMASTER/DHS 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 Wisconsin TMU© <https://wi.tmutest.com/apply/19>. A remote test site visit may be arranged with the test site by D&SDT-HEADMASTER staff.
2. Supply an approved, distraction-free area for testing 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 the test day to accommodate an overbooked two-flight test event.
3. Complete the [Test Date Request Form](#) found on the Wisconsin main web page at www.hdmaster.com. Requests must be submitted at least two business weeks prior to the requested date, or they will be denied. If you have more than one test date request, please submit this form for each respective date.
- 4. Tests will only be for our own candidates, and we 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 candidates at the regular price, no matter how many fewer we test. Each additional candidate tested at a closed testing event beyond the 6-candidate minimum (up to the RN Test Observer's limit) will be at the regular price for each additional required test component. (6 candidates for the knowledge and skill test components would equal a minimum advance payment of \$868.20 to schedule a closed test event or \$643.26 for a skill test-only event. 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.)
6. Unannounced visits by the Wisconsin Department of Health Services (DHS) and D&SDT-HEADMASTER staff to observe tests in progress and improve competency testing in Wisconsin.
7. On testing days, we will admit D&SDT-HEADMASTER/DHS-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.
9. Waive liability claims against D&SDT-HEADMASTER and/or DHS for assuming any liability for any of the entities involved in testing (D&SDT-HEADMASTER/DHS certified RN Test Observers, Actors, KTPs, or any test candidates).

Photographing 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 Wisconsin Department of Health Services (DHS).
- 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 DHS 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:

We will attest on the Wisconsin TMU© Test Site Application that our Facility is not subject to any authoritative sanctions, that the equipment and supplies listed in the Test Site Equipment List will be available and in good working order on testing days, and that we have read, understood, and will abide by all listed guidelines.