



D&S Diversified Technologies LLP

Headmaster LLP

D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP

MT Office: P.O. Box 6609 | Helena, MT 59604-6609

OH Office: P.O. Box 418 | Findlay, OH 45839

(800)393-8664 | (877)851-2355 | (888)401-0462 | Fax: (406)442-3357

hdmaster@hdmaster.com | Website: www.hdmaster.com

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

Arizona Assisted Living Facility Caregiver and Manager

Test Site Agreement Form

We will allow Assisted Living Facility Caregiver and Manager Knowledge Tests to be administered at our facility under the following guidelines:

As an Assisted Living Facility Caregiver and/or Manager Test Site, we agree to:

1. Complete and submit the Test Site Application in Arizona Caregiver/Facility Manager TMU© <https://azcg.tmutest.com/apply/4>.
2. Supply an approved, distraction-free, and interruption-free area for testing assisted living facility caregiver and/or manager candidates on the Knowledge Exam.
3. We will provide internet-connected computers in an area that allows 3-4 feet of separation between candidates.
4. We will work with D&SDT-HEADMASTER to obtain an approved testing team and mutually agree on test dates.
5. Contact D&SDT-HEADMASTER and inform them of the scheduled test date(s) via email at arizona@hdmaster.com.
6. Use **TMU©** to schedule our own candidates who complete an Arizona NCIA Board of Examiners-approved assisted living facility caregiver or manager training program. (Link to **TMU©** at <https://azcg.tmutest.com>)
7. Unannounced visits by D&SDT-HEADMASTER/NCIA Board of Examiners staff to observe tests in progress and improve competency testing in Arizona.
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/NCIA Board of Examiners certified RN Test Observer and 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.
12. Waive liability claims against D&SDT-HEADMASTER and/or the NCIA Board of Examiners for assuming any liability for any of the entities involved in testing (D&SDT-HEADMASTER/NCIA Board of Examiners certified RN Test Observers, KTPs, or any test candidates).

-continued on the next page-



Photographing, Recording, or Videotaping Test Events

- As a competency test vendor, D&SDT-HEADMASTER must ensure the security of knowledge test items and proprietary test delivery software.
- Competency 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 testing is being conducted is expressly prohibited unless advance written permission has been granted by D&SDT-HEADMASTER and/or the NCIA Board of Examiners.
- To host competency 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 competency testing events in progress without the express written consent of D&SDT-HEADMASTER and/or the NCIA Board of Examiners 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 Arizona Assisted Living Facility and Caregiver TMU© Test Site Application that our Facility is under no authoritative sanctions, that the equipment and room requirements per this Test Site Agreement 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.