



**D&S Diversified Technologies LLP**

**Headmaster LLP**

**HEADMASTER LLP**

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

## ARIZONA ASSISTED LIVING FACILITY MANAGER – HEADMASTER/D&S DIVERSIFIED TECHNOLOGIES TESTING SITE AGREEMENT FORM 1502AF

Facility Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

hereinafter known as the Testing Site, will allow Assisted Living Facility Manager Knowledge Tests to be administered at our facility, under the following guidelines:

1. We will supply an area to be used by a HEADMASTER/D&S DT certified, independently contracted, Knowledge Test Proctor for the purpose of administering Assisted Living Facility Manager knowledge tests.
2. For electronic testing, we will provide internet-connected computers, in an area that allows 3-4 feet separation between candidates that is distraction and interruption free during testing.
3. For paper tests, we will provide an area that allows 3-4 feet separation between candidates that is distraction and interruption free during testing.
4. We will work with HEADMASTER/D&S DT to find an approved Knowledge Test Proctor and mutually agree to a test date.
5. We will contact HEADMASTER/D&S DT and inform them of the scheduled test date by phone 800-393-8664, fax (406-442-3357) or email [hdmaster@hdmaster.com](mailto:hdmaster@hdmaster.com).
6. We will assume all liability for our candidates tested in our facility because they are our employees or trainees.
7. HEADMASTER/D&S DT assumes no liability for independently contracted Knowledge Test Proctors (KTP) or candidates.
8. We agree to unannounced visits by the NCIA/ALFM Board of Examiners and HEADMASTER/D&S DT for the purpose of observing tests in progress.

### **PHOTOGRAPHING OR VIDEOTAPING TEST EVENTS**

As a Completion of Training test vendor, Headmaster LLP and D&S Diversified Technologies LLP (D&SDT) must ensure the security of knowledge items and proprietary test delivery software.

Completion of Training test events are expected to be conducted in a distraction and interruption free environment with a high degree of personal privacy. Photographing, videotaping, recording via security or surveillance cameras or any other device while any Headmaster/D&SDT knowledge testing is being conducted is expressly prohibited unless advance written permission has been granted by Headmaster/D&SDT and the State oversight agency for the Completion of Training examination.

To host Completion of Training 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 Completion of Training testing events in progress without the express written consent of Headmaster/D&SDT and the State oversight agency may result in the loss of your test site approval, 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 NCIA/ALFM Board of Examiners or DHS sanctions and I have read understood and will abide by the guidelines listed.**

Site Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

Print designated contact person: \_\_\_\_\_ Email: \_\_\_\_\_

HEADMASTER/D&S DIVERSIFIED TECHNOLOGIES use ONLY: Site # : \_\_\_\_\_ Assigned on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_ Confirmation letter emailed or mailed: \_\_\_\_/\_\_\_\_/\_\_\_\_