

TRAINING CHECKLIST

To become a Tester in North Dakota you must complete all the items on this checklist:

- PROCTOR/TA:** Send a completed form **1500ND** and **1501ND** to HEADMASTER.
- TA:** Send a completed form **1505ND** to HEADMASTER.
- Be sure your test site has all the items on the equipment list form **1503ND**.
- Watch the video training tape, and answer the questions on the Video Training Study Guide. Mail the video training study guide, along with the videotape back to HEADMASTER. We will correct your study guide.
- Complete the "final exam", which will be mailed to you after we have received your returned study guide.
- Mail the completed "Final Exam" to HEADMASTER.
- You must score a 90% or better on your "final exam" to become a North Dakota Certified Tester.
- Find Actors and sign them up using forms **1515ND** and **1511ND**.
- Go through the Actor training handbook with each actor you hire. (It will be mail to you with your certificate)
- Mail a copy of forms **1515ND** and **1511ND** to HEADMASTER or include them in with a return test packet, if you use a new actor at anytime in the future.

Congratulations, you are now ready to test CNA candidates at your test site!