

VT Guidelines

D&SDT staff MUST direct any Media communications or questions through the Vermont DAIL.

Test Observers: (TO)

Independent Contractors contracting with and paid by D&S DT who are Vermont RN's in good standing and have one year of long term care experience.

Administer Tests at Fixed Test Sites by signing up for dates with D&S DT (Regional Pre-Scheduled type test schedule)

May agree to test dates with Flexible (In-facility type) test sites and then the facility will note that on their paperwork.

May use volunteer Actors (That MUST be Non-residents – not employed by or associated with the testing/training facility)

May use paid Actors

(Hired by TO, scheduled by TO, paid by TO and certified by the TO using a DAIL/D&S DT approved procedure)

May be an instructor of a training program but MAY NOT test his or her own students.

May NOT test NA candidates associated with any Employer or Corporation they are employed by. (Receive money from)

Testing Sites:

Fixed - Regional – Test dates published on a master test schedule and widely disseminated on form 1700 VT 6 to 12 months in advance (also on www.hdmaster.com)

Flexible – In facility Test dates self scheduled by Instructor or Facility in concert with candidates and in agreement with a TO.

Candidates, or facilities/instructors on behalf of candidates, may request a 1st and 2nd choice for test dates on application form 1101. **Applications are scheduled on a first come, first serve basis.**

May be at any non-sanctioned site with a DAIL/D&S DT approved skills lab and equipment

Written Test Proctors (WTPs) and Actors:

No Test or Training Facility Residents may be used.

WTPs and Actors are paid by the TO, hired and trained by TO with DAIL/D&S DT approved training materials, and are scheduled by TO.

Volunteer WTPs or Actors may be used, but still must be properly trained and sign all documents. (Non-disclosure etc.)

WTPs and Actors May NOT be affiliated with the Test Site or Candidate's Training Program.

Note: If an Actor is currently or becomes a nurse aide student they will not be eligible to test for a period of six months.

Rescheduling/Cancellations/No Show Fees:

Tests may be rescheduled any time up to the business day preceding a scheduled test day. (Call: 877-201-0758) Reschedules must be requested from D&S DT and are subject to a \$35.00 reschedule fee for each reschedule request made after **seven business days** prior to a scheduled test event. Reschedule fees must be paid in full prior to a reschedule taking place. **No reschedule fees will be funded by the Vermont DAIL.**

All cancellations must be submitted to D&S in writing.

A full refund of any advance paid test fees will be issued for verified test cancellations made **seven or more** business days prior to a scheduled test date and no test cancellation or reschedule fee will apply for DAIL reimbursed candidates that have a verified cancellation or reschedule **seven or more business days** prior to their scheduled test event.

Tests may be cancelled **any time up to the business day** preceding a scheduled test day and qualify for a full refund minus a \$25.00 cancellation fee for Non-DAIL funded tests (Paid in advance candidates.)

Non-DAIL funded candidates that **NO SHOW** for their scheduled test will forfeit their entire test fee and **MUST** reapply (submit forms 1101 and 1402 along with a new test fee) for a new test date.

Facilities that are reimbursed for training and testing costs by DAIL **will be charged** a Reschedule fee of \$35.00, a Cancellation fee of \$25.00 or a No Show fee of \$40.00 **for any candidates that do not test once testing services are requested from D&S DT and not cancelled or rescheduled seven or more days prior to a scheduled test date.** These fees partially offset D&S DT costs incurred for services requested and resulting work that is performed because of the work request. **No Reschedule, Cancellation or No Show fees will be funded (reimbursed) by the Vermont Department of Disabilities, Aging, and Independent Living. These fees are not part of training or testing costs and as such have been ruled as not reimbursable training or testing costs**

If a reschedule or cancellation request is not received prior to the business day preceding a scheduled test date a NO SHOW status will exist and new application forms 1101 and 1402 (along with a full test fee for advance paid test candidates or the No Show fee for DAIL reimbursed candidates) must be submitted to D&S DT to secure a new test time.

Refund Policies:

Non-DAIL funded candidates (advance paid candidates) may receive a partial refund for cancellations **verified by 5 pm** the **business** day preceding a scheduled test day. Cancellation refunds are based on the actual amount paid minus a cancellation/processing fee of \$25.00. A full refund will be issued for cancellations **verified seven or more business days prior** to a scheduled test event.

In the case of a NO SHOW, if a signed Dr. notice is provided or other acceptable documented proof of an emergency for the reason of the NO SHOW, then the advance paid candidate may be entitled to a free reschedule.

In situations when D&S DT cancels tests for any reason, every effort will be made to reschedule a candidate to a test location and time mutually agreed to, in the shortest time possible, at no additional charge. D&S DT may also choose to test candidates for no charge as decided on a case-by-case basis.

Guidelines for emergency documentation

Tow Bills need to be in our office within 48 hours of the test date.

Doctors Excuses must in our office within five business days of the test date.

Obituaries must be in our office within 14 business days of the test date. (Obituaries must be immediate family and the NA candidate's name must appear in the obituary. If the candidate's name is not in the obituary, the candidate must have the Funeral Director sign a letter stating they attended the funeral.)