

D&S DIVERSIFIED TECHNOLOGIES LLP dba HEADMASTER LLP
PO BOX 6609 HELENA MT 59604
TELEPHONE: 800-393-8664 FAX: 406-442-3357
EMAIL: hdmaster@hdmaster.com
WEB SITE: www.hdmaster.com

MONTANA BORD OF NURSING GUIDELINES

D&SDT staff MUST direct any Media communications or questions through the Montana Board of Nursing.

WRITTEN TEST PROCTOR (WTP)

Independent Contractors contracting with D&S DT. Trained, certified, monitored, and paid by D&S DT.
Administer Tests by signing up for prescheduled test dates at Regional (Fixed) test sites with D&S DT.
May agree to test dates with Flexible (In-facility/Training Program type) test sites and then will immediately call D&S DT to verify test dates scheduled.
May be a D&S DT certified nurse aide test administrator or written test proctor.
May be an instructor of a Medication Aide training program but MAY NOT test his or her own students.
May NOT test Medication Aide candidates associated with any Employer or Corporation they are employed by.
(Receive money from)

TESTING SITES

Fixed - Regional - Test dates published and widely disseminated 6 to 12 months in advance (also on www.hdmaster.com)
Flexible - In facility/Training Program Test dates scheduled by Instructor or Facility in concert with candidates and in agreement with a TA.
Master test schedule widely distributed on form 1700 MT-CMA and published at www.hdmaster.com
Candidates, or facilities/instructors on behalf of candidates, may request a 1st and 2nd choice for test dates on application form 1101 or may schedule into an available test slot on-line at www.hdmaster.com.
Tests may be held at any D&S DT approved test site

RESCHEDULING/CANCELLATIONS/NO SHOW FEES

Tests may be rescheduled any time up to the business day preceding a scheduled test day. (Call: 800-393-8664 or go on line at www.hdmaster.com.) Reschedules must be requested from D&S DT and are subject to a \$25.00 reschedule fee for each reschedule request made after seven business days prior to a scheduled test event. Candidates will be placed on a test and hold results status until reschedule fees are received. No reschedule fees will be reimbursed or funded by the Montana Board of Nursing.
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.
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.
Candidates that NO SHOW for their scheduled test will forfeit their entire test fee and MUST apply (submit forms 1101MT-CMA and 1402MT-CMA (or their electronic counter parts) along with a new test fee) for a new test date.

Candidates will be placed on a test and hold results status until the fee is received for Reschedules or Cancellations. These fees partially offset D&S DT costs incurred for services requested and resulting work that is performed. No Reschedule, Cancellation or No Show fees will be reimburse or funded by the Montana Board of Nursing.

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 MT-CMA and 1402 MT-CMA (along with a full test fee must be submitted to D&S DT to secure a new test date and time.

REFUND POLICIES

Candidates (advance paid candidates) may receive a partial refund for cancellations verified 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 (solely determined by D&S DT) documented proof of an emergency for the reason of the NO SHOW, then the advance paid candidate may reschedule and pay only the additional reschedule/document review service fee of \$25.00 rather than submitting new application forms 1101MT-CMA and 1402MT-CMA.
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 determined on a case-by-case basis.