



Missouri Nurse Aide

## Test Site Agreement Form

We will allow Nurse Aide (Knowledge and Skill Tests to be administered at our facility under the following guidelines:

☐ **As an In-Facility & Regional Schedule Test Site, we agree to:**

1. Submit NO more than eighteen skill test candidates per testing date (and no less than five per four-hour flight) per RN Test Observer. (Most RN Test Observers will desire fewer than 18 candidates per test event and will want at least five to assemble a testing team.)
2. Complete and submit the Test Site Application in the Missouri TMU© <https://mo.tmutest.com/apply/9>. A remote test site visit will be arranged with the test site by D&SDT-HEADMASTER staff.
3. Supply an approved, distraction-free area for testing nurse aide (NA) candidates on the Knowledge and Skill Tests. The knowledge and skill test areas may be used for up to 9 hours on test day when accommodating an overbooked two-flight test event.
4. Schedule mutually agreed upon test dates in advance with D&SDT-HEADMASTER staff, and/or schedule mutually agreed upon site-selected test dates as far in advance as possible. The requested test date(s) need to be emailed to [missouri@hdmaster.com](mailto:missouri@hdmaster.com). D&SDT-HEADMASTER staff will contact and schedule the test teams for any In-Facility events.
5. Use **TMU©** to schedule test seats for our own candidates who complete a Missouri Department of Health and Senior Services (DHSS) approved nurse aide training program. (Link to **TMU©** at [mo.tmutest.com](http://mo.tmutest.com))
6. We will pay a non-refundable D&SDT-Headmaster staff scheduling fee of \$150 per test event. This pertains to all testing sites (closed or in-facility/regional) for D&SDT-Headmaster staff scheduling candidates into a test event. This fee can be waived, as students can self-schedule through the Missouri TMU© or by calling D&SDT-Headmaster. Instructors/owners of candidate records can also schedule their candidates through the Missouri TMU©.  
*To pay the D&SDT-Headmaster staff scheduling fee, fill out and submit the Facility Payment Form 1402Fac-MO found on D&SDT-HEADMASTER's Missouri webpage at [www.hdmaster.com](http://www.hdmaster.com).*
7. Unannounced visits by the Missouri Department of Health and Senior Services (DHSS) and D&SDT-HEADMASTER staff to observe tests in progress and improve competency testing in Missouri.
8. **Allow unfilled test slots/seats reserved for our own candidates to be used by candidates at large within 48 business hours before a scheduled test event.**
9. 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.
10. Allow, on testing days, the D&SDT-HEADMASTER/DHSS certified RN Test Observer, Actor, Knowledge Test Proctor (KTP), our own trained candidates, and at-large test candidates admittance to our approved Test Site.
11. Hold test teams and test candidates accountable for damage, theft, or any other act or action harmful to the facility in any way.
12. Assume all liability for our own test candidates because they are covered under our facility insurance policy.
13. Waive liability claims against D&SDT-HEADMASTER and/or DHSS in assuming any liability for any of the entities involved in testing. (D&SDT-HEADMASTER/DHSS certified RN Test Observers, Actors, KTPs, or any test candidates.)



☐ **As a CLOSED In-Facility Schedule Test Site, we agree to:**

1. Complete and submit the Test Site Application in the Missouri TMU© <https://mo.tmutest.com/apply/9>. A remote test site visit will be arranged with the test site by D&SDT-HEADMASTER staff.
  2. Supply an approved, distraction-free area for testing nurse aide (NA) candidates on the Knowledge and Skill Tests. The knowledge and skill test areas may be used for up to 9 hours on test day when accommodating an overbooked two-flight test event.
  3. Schedule mutually agreed upon test dates in advance with D&SDT-HEADMASTER staff, and/or schedule mutually agreed upon site-selected test dates as far in advance as possible. The requested test date(s) need to be emailed to [missouri@hdmaster.com](mailto:missouri@hdmaster.com). D&SDT-HEADMASTER staff will contact and schedule the test teams for any In-Facility events.
  4. **We will only hold tests for our own candidates and will not release empty seats to at-large candidates.**
  5. We will pay a non-refundable D&SDT-Headmaster staff scheduling fee of \$150 per test event. This pertains to all testing sites (closed or in-facility/regional) for D&SDT-Headmaster staff scheduling candidates into a test event. This fee can be waived, as students can self-schedule through the Missouri TMU© or by calling D&SDT-Headmaster. Instructors/owners of candidate records can also schedule their candidates through the Missouri TMU©.
  6. We will pay an advance payment to schedule a closed event equal to at least six candidates at the regular price, no matter how many fewer we test. Each additional candidate tested at a closed testing event over the 6-candidate minimum (up to the RN Test Observer's limit) will be at the regular price per each additional test component required. (6 candidates for both the knowledge and skill test components would equal a minimum advance deposit payment of \$810 [refundable in some instances] *(or \$618 for six candidates for the skill test component if remotely proctored knowledge testing is done)* to schedule a closed test event. This ensures that a test team coming into your closed test site is guaranteed to be paid for at least 6 (or more) candidates, no matter how many actually show up.) [Unencumbered test fees will be refunded after a test event is completed.]
- To pay the D&SDT-Headmaster staff scheduling fee and the closed test event deposit, fill out and submit the Facility Payment Form 1402Fac-MO found on D&SDT-HEADMASTER's Missouri webpage at [www.hdmaster.com](http://www.hdmaster.com).
7. Unannounced visits by the Missouri Department of Health and Senior Services (DHSS) and D&SDT-HEADMASTER staff to observe tests in progress and improve competency testing in Missouri.
  8. On testing days, we will admit D&SDT-HEADMASTER/DHSS-certified RN Test Observers, Actors, Knowledge Test Proctors (KTP), and our own trained candidates to our approved Test Site.
  9. Assume all liability for our own test candidates because they are covered under our facility insurance policy.
  10. Waive liability claims against D&SDT-HEADMASTER and/or DHSS for assuming any liability for any of the entities involved in testing (D&SDT-HEADMASTER/DHSS certified RN Test Observers, Actors, KTPs, or any test candidates).

**Photographing, Recording, or Videotaping Test Events**

- As a certification test vendor, D&SDT-HEADMASTER must ensure the security of knowledge and skill test items and proprietary test delivery software.
- Certification test events are expected to be conducted in a distraction-free environment with high personal privacy and security. Photographing, videotaping, or recording via security or surveillance cameras or any other device while any knowledge or skill testing is being conducted is expressly prohibited unless advance written permission has been granted by D&SDT-HEADMASTER and/or the Missouri Department of Health and Senior Services (DHSS).
- To host certification 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 certification testing events in progress without the express written consent of D&SDT-HEADMASTER and/or DHSS 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 Missouri TMU© Test Site Application that our Facility is under no authoritative sanctions, that the equipment and supplies per the Test Site Equipment List 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.