



D&S Diversified Technologies LLP

Headmaster LLP



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October 9, 2008

RE: Headmaster RN Test Observer Certification

ATTN: Oregon Licensed RNs with at least two years long term care experience or the equivalent,

HEADMASTER has been awarded the contract for the nursing assistant written and skill certification testing in Oregon. We began testing on May 3rd, 2008. We look forward to working with all the stakeholders in the Oregon nursing assistant competency evaluation program (NACEP). We are an innovative company and bring an adaptive testing model to Oregon that will change, over time, to exactly reflect the needs of the Oregon NACEP. We can quickly adapt and change because we provide, open, honest, communication and meaningful detailed feedback for ALL the NACEP "players." This will result in a training/testing environment where we all contribute our best effort and can have confidence that the Oregon NACEP is the best it can be.

Our testing model allows training program instructors to use an Internet registration system for their nursing assistant students, verify candidate training completion online, view online candidate test schedule information and access composite training reports via the Internet. Instructors and candidates will have the ability to schedule examination dates online. Qualified training programs can become test sites so that students may test shortly after graduation at the location where they were trained (In-facility testing), which can reduce test anxiety and improve candidate pass rates. In addition to In-facility testing we approve Regional (Fixed) test sites to provide additional testing opportunities for all nursing assistant (NA) test candidates. We are always ready to certify new test sites. Start the process now by completing Headmaster test site application forms 1502OR & 1503OR, which are available from our website, www.hdmaster.com, by clicking on the Oregon button for the forms or by calling us at 800-393-8664. You may fax the test site application forms to 406-442-3357 or mail them to Headmaster at the address on the forms.

In the Oregon NA testing model yearly-certified RN test observers along with their trained actor and written test proctor administer the Oregon NA written and skill tests. Our unique two-flight test scheduling allows up to 12 candidates per day to test per test event (six in the morning flight and six in the afternoon flight). Candidates testing in the morning flight have the afternoon free. Candidates are not waiting around hours to skill test. In fact no candidate should have more than 70 minutes of wait time while completing both the written and skill portions of the exam in the two-flight testing model. The two-flight testing model reduces the impact on the test site, improves test administration efficiency and increases test observer earnings. RN test observers choose when and where they want to work and are paid on a per test basis for each skill and written exam successfully administered. Information on becoming a test observer and earnings potential is available on our website, www.hdmaster.com, click on the "Oregon" button then click on the buttons under the "Test Observer Forms" column.

A registration form for enrolling in an RN Test Observer certification process is shown on the following page. If you wish to enroll in the test observer certification process, you must complete the registration form and return it to HEADMASTER via the fax number, email or mailing address on the form. We encourage all nursing assistant instructors to become certified test observers. There is a \$50 test observer certification fee. If you previously worked for us as a test observer, this fee is reduced to \$35. Certified test observers will be paid a one-time initial consumable skill test kit set-up reimbursement of \$35 upon successful completion of their first test event.

OREGON TEST OBSERVER CERTIFICATION REGISTRATION FORM

Please set me up for the test observer certification process. I will complete and submit the required test observer documents by fax to: 406-442-3357 Attention (Teresa) or by mail to: Headmaster at P.O Box 6609 Helena, MT 59604.

Please print the requested information.

Name: _____ RN License#: _____

Home Ph#: _____ Cell Ph#: _____ Email: _____

Address: _____ City: _____ Zip: _____

I wish to enroll in the test observer certification process with a Mentor Test Observer in the following area:

Portland Metro Albany/Corvallis Eugene/Springfield Roseburg (Circle your preference.)

Anyone interested in becoming an independent RN test observer must be a Registered Nurse in good standing in the State of Oregon, have a minimum of two (2) years of experience in providing care of the elderly or chronically ill of any age and successfully complete the Headmaster test observer certification process.

The process includes:

- Meeting the minimum qualifications as outlined above.
- Submitting the required documents, forms and fee.
- Reading and comprehending test observer guidelines and procedures.
- Successfully completing a test observer study guide.
- Participation as the actor in a test event with a mentor test observer.
- Approval by Headmaster as a certified test observer

Any qualified RN interested in becoming an independently contracted test observer and picking his/her own work hours and work schedule please download HEADMASTER form 1505OR at www.hdmaster.com for the Oregon testing team contract. Please fax or mail form 1505OR with an **updated resume verifying two years experience providing care of the elderly or chronically ill of any age and a check**, (money order, Visa or Master card number, expiration date, and name as it appears on the card) for \$50.00 to enroll in the test observer certification process that is required for certification as an independently contracted RN test observer in the state of Oregon. Nursing assistant training instructors are highly encouraged to become certified RN test observers and though instructors may not test their own students, becoming certified as an RN test observer will likely enhance any instructor's training program and increase candidate testing opportunities in Oregon. Once certified as an RN test observer, if you then choose to test candidates from other training programs you will most likely further improve your own training program. This is one of the adaptive feedback loops that instructors can take advantage of in our testing model if they so choose.

PRIOR TO YOUR CERTIFICATION TEST EVENT THE FOLLOWING FORMS AND INFORMATION MUST BE FAXED TO 1-406-442-3357 OR MAILED TO HEADMASTER PO BOX 6609, HELENA MT 59604

- A COMPLETED CERTIFICATION REGISTRATION FORM
- YOUR RESUME
- YOUR PROOF OF LIABILITY INSURANCE
- CERTIFICATION FEE
- TEST OBSERVER APPLICATION, FORM 1500*
- TEST OBSERVER AGREEMENT, FORM 1505*
- CONFIDENTIALITY/NON-DISCLOSURE AGREEMENT, FORM 1501*
- TEST EQUIPMENT LIST, FORM 1503*
- ACTOR/WTP AFFIDAVIT, FORM 1511*
- TEST OBSERVER STUDY GUIDE

* Available from our website, www.hdmaster.com, click on the "Oregon" button then click on the buttons under the "Test Observer Forms" column.