



Minnesota 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 a MN approved Test Site, we agree to the following:

1. Schedule NO more than sixteen skill test candidates per eight-hour testing day per test team.
2. Complete and submit the Test Site Application in the Minnesota TMU@ <https://mr.tmutest.com/apply/10> to be approved as a test site and to request a login to gain secure access to TMU@. A remote test site visit will be arranged with the test site before being approved as a test site.
3. Supply an approved area for testing nurse aide (NA) candidates on the:
 A. Knowledge and Skill Tests, or
 B. Skill Test only (*Remotely proctored knowledge testing will be administered externally from outside the site.*)
The knowledge test area, if chosen, and the skill test area may be used for up to 9 hours on test day when accommodating an overbooked two-flight test event.
4. Request/Create test events in **TMU@** to fit our testing needs and test site availability and:
 A. Assign certified testing staff, or
 B. Use a certified RN Test Observer and certified test team from the statewide pool of certified test teams.
5. Schedule eligible test candidates into our test event, filling test seats with candidates eligible to test via one of the Minnesota-approved eligibility routes. Sign in to **TMU@** at <https://mr.tmutest.com> for In-Facility test sites. Call D&SDT-HEADMASTER for assistance at (888)401-0462.
6. Unannounced visits for the purpose of observing tests in progress to improve competency testing in Minnesota.
7. To meet testing demand, schedule test dates in TMU@ as far in advance as possible. (*As seen and tracked in the pipeline summary in TMU@.*)
8. On testing days, allow the certified test team (RN Test Observer, Actor, Knowledge Test Proctor—KTP) and scheduled test candidates admission to our approved Test Site.
9. Hold test teams and test candidates accountable for damage, theft, or any other act or action harmful to the test site in any way.
10. Waive liability claims against D&SDT-HEADMASTER in assuming any liability for any of the entities involved in testing. (Certified RN Test Observers, Actors, KTPs, or test candidates.)



- 11. Apply for PO/credit terms with D&SDT-HEADMASTER’s accounting department (the Credit Authorization Application can be found at www.hdmaster.com). I understand that if payments become delinquent, I will have to pay in advance for further test scheduling privileges using the **TMU©** testing platform.
- 12. Pay D&SDT-HEADMASTER for using the **TMU©** software test administration platform and other selected services:

\$23- per knowledge/oral test administered

\$30/hour- for remotely proctored knowledge test if skill only is selected in #3(B) above or if using a KTP from the statewide pool

Check ONLY one of the boxes below in the TMU© Minnesota Test Site Application. In order to change your skill test billing status, please submit a new TEST SITE APPLICATION.

- \$40-** per skill test administered using a test site, certified RN, and Actor as selected in #4(A) above.
- \$70-** per skills test if using test site, certified RN, and Actor with oversight and interrater reliability reporting #4(A).
- \$100-** per skills test if using a certified RN and Actor from the statewide pool as selected in #4(B) above.

Photographing, Videotaping or Recording Test Events

- ❖ As the MDH-approved certification test vendor for Minnesota, D&SDT-HEADMASTER must ensure the security of knowledge and skill tests and the testing process.
- ❖ Certification test events must 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.
- ❖ 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 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 Minnesota 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.