MN In -Facility Server

MN IN -FACILITY (REGIONAL) SERVER
FOR TESTING AT IN-FACILITY (REGIONAL) SITES
Pay with Headmaster online through TMU©
• Test Site scheduling is done with Headmaster • Candidate scheduling is done with In-Facility site if it is where they trained, or with Headmaster online through TMU©
Reschedule online through TMU© until one (1) full business day preceding a scheduled test day
ADA Accommodation Request found on Headmaster's Minnesota web page
Test Review Request found under 'applications' on MR main TMU© page
No-Show Exceptions found under 'applications' on MR main TMU© page

D&S DIVERSIFIED TECHNOLOGIES (D&SDT)
HEADMASTER
TMU

TMU
MN IN-FACILITY

In-Facility Test Site

In-facility test sites are expected to hold test for their own nurse aide candidates as well as candidates trained at other NATCEPs

- This could include testing eligible nurse aide candidates from other local healthcare providers, community colleges and schools, or private training programs

- By helping to test outside candidates, sites may be able to recruit these individuals to work as nurse aides in their setting

In-Facility Test Site – Open vs. Closed
OPEN VS. CLOSED TEST EVENT

NOTE : Your test site **must be approved by MDH** before you can start the application process with Headmaster

There are two options for running test events:

<u>OPEN TEST EVENT</u> : Open test events are publicly shared for all eligible candidates to schedule, whether they trained at your facility or not.
- Your site may enroll your students first and any remaining open seats could be filled by outside students (not trained at your facility)
- Your site can create a test event to test students from another location, without testing your own students, which is called regional testing and benefits the healthcare community as a whole by allowing more nurse aides to be tested

<u>CLOSED TEST EVENT</u> : A closed test event is not publicly shared and is not a scheduling option for candidates not trained at your facility. This type of event should only be used when there are enough students trained by your facility to fill all of the available test seats.
- With a closed test event, if there are any remaining seats available 48 business hours prior to the test date, Headmaster will 'open up' the test event so that the remaining empty seats can be filled by outside students (not trained at your facility)

Test Site Coordinator

The role of the Coordinator is to manage the test site and events. The Coordinator performs administrative functions such as:

- Ensuring that all supplies for testing are available

- Scheduling test times and/or test staff with Headmaster

- Scheduling the facility certified testing staff

- Ensuring students trained at their facility are enrolled for testing

In-Facility Test Site - Procedures

If your site decides to use an RN Test Observer and their testing team from Headmaster's statewide pool of certified RN Test Observers and testing team, the following procedure is followed to set up test events:

- The test site contact will need to reach out to Headmaster via email, <u>minnesota@hdmaster .com</u>, with dates your facility is free for testing

- If the test event is for just your candidates we ask that you provide the anticipated graduation date for the class, the number of candidates needing to test, and the date(s) you would like for them to get tested

- Headmaster will reach out to one our of observers to coordinate the test date(s) you have requested

- Headmaster will contact the test site contact person via email with the dates the RN Test Observer has agreed to test

- There may be some discussions on other possible dates for testing, if an observer is not free on the date you request, therefore, we ask that you offer alternate dates

Test Site Agreement Form

See some of the key points of this agreement on the next slides

---

D&S Diversified Technologies LLP
Headmaster LLP

D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP – HEADMASTER, LLP
MT Office: P.O. Box 6609 | Helena, MT 59604-6609
OH Office: P.O. Box 418 | Findlay, OH 45839
(800)393-8664 | (877)851-2355 | (888)401-0462 | Fax: (406)442-3357
hdmaster@hdmaster.com | Website: www.hdmaster.com

Innovative, quality technology solutions throughout the United States since 1985.

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 oversite 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.

Testing and Testing Team Options

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.

3. Select if your site will be offering testing for the knowledge and the skills on -site/in -person
- or -
If your site will only offer the skills test (with the remote knowledge testing off site)

4. Choose whether you will use your own certified testing staff
- or -
If you will use a certified RN Test Observer and certified testing team from Headmaster's statewide pool of certified testing teams

Billing Status

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 a test site, a certified RN, and an 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.

12. The amount your site will pay for using the TMU© software testing platform:

- $23 per knowledge/oral test administered

- $30/hour for remotely proctored knowledge test if only the skill test option in #3(B) previous screen, or if using a KTP from the statewide pool

- $40 - per skill test administered using a facility testing team, as selected in #4(A)
- $70 - per skills test if using a facility testing team with Headmaster's oversight and reliability reporting
- $100 - per skills test if using a certified RN and Actor from the statewide pool, as selected in #4(B)

Test Site Equipment List

Link to the **TEST SITE EQUIPMENT LIST**

D&S Diversified Technologies LLP
Headmaster LLP

D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP
MT Office: P.O. Box 6609 | Helena, MT 59604-6609
OH Office: P.O. Box 418 | Findlay, OH 45839
(800)393-8664 | (877)851-2355 | (888)401-0462 | Fax: (406)442-3357
hdmaster@hdmaster.com | Website: www.hdmaster.com

Innovative, quality technology solutions throughout the United States since 1985.

MINNESOTA NURSE AIDE
TEST SITE EQUIPMENT LIST

FOR TEST SITES: To be approved, a testing site must have all the materials listed for Testing Sites. Please refer to the following list for equipment and supplies needed by the test site or brought to the site with the RN Test Observer.

FOR RN TEST OBSERVERS: Your role is crucial. To be certified and remain active, you are responsible for checking test sites before starting each test event. Your task is to ensure that the test site equipment listed herein is available and in good working order. If not, you will report missing or inoperable test site equipment by listing it under the test irregularities in the test event before submitting your test event observations for scoring. You will carry at least the minimum equipment/supplies listed on the Additional Equipment Normally Provided by RN Observers for each test event you oversee.

EQUIPMENT/SUPPLIES PROVIDED BY TEST SITE

- At least three Internet-connected computers, laptops, or tablets in the Knowledge Test room *and/or* provide Internet access (WiFi) for RN Test Observer-provided tablets or laptops.
- Internet-connected computer, laptop, or tablet in the Skill Test room *and/or* Internet access (WiFi) access for RN Test Observer provided laptop or tablet.
- Hand washing sink with warm running water, soap, and paper towels *(paper towel dispenser should be automatic advancing or pull-out type, not one that a bar or lever has to be touched to advance paper towels)*
  The sink must be no further than a 20-second walk from the skills demonstration area.
- Long-term care bed(s) with working bed brakes and bed controls *(beds that brakes are locked when the bed is raised (legs stay down) and beds that alarm sounds when brakes are not locked are not acceptable. Brakes have to be able to be manually engaged.)*
- Manikin *(full body, anatomically correct – with peri area for female)*
- Working privacy curtain(s) *(prefer that it is not a portable screen)*
- Bedside stand
- Overbed table
- Wastebasket(s)
- Laundry receptacle(s) (hamper)
- Hand sanitizer(s)
- Disposable gloves in assorted sizes
- Toilet or commode *(if a toilet is not available in the skills lab)*
- Wall clocks – in the knowledge test room and skills lab (skills lab clock must have a second hand)
- Call light or signaling device *(doesn't have to be a working signaling device)*
- Wheelchair with working brakes and removable footrests *(footrests removed for testing)*
- Chair(s)
- Bedpans (Standard and Fracture)

- Linens including clean washcloths, towels, bath blankets, barriers (such as waterproof pads, chux, towels, etc.), residents' gowns *(tie type, no snaps)*, pillows, clothing protectors
- Catheter with tubing
- Urinary drainage bag with tubing
- Washbasins
- Emesis basins
- Soap *-PERI-WASH AND NO-RINSE SOAPS ARE NOT ALLOWED*
- Output measurement container/graduate
- Isolation gowns *(can be reusable cloth or disposable gowns; tie closure, Velcro closure, or slip-over-the-head gowns are allowed)*
- Gait belts/transfer belts
- Food tray and disposable spoons
- Dentures *(one plate, upper or lower only for testing)*, denture container, denture brush, and cleanser
- Alcohol, alcohol pads, or antiseptic wipes
- Disposable wipes for hand hygiene in the feeding task

ROOM REQUIREMENTS

- **Distraction and Interruption Free Skills Lab** – with all equipment and supplies listed available and in good working order.
  - For large skill labs, up to two test teams may operate concurrently if audio and visual privacy between them is provided, and this equipment and supply list are replicated for each area.
  - Attach/include your plan(s) for providing audio and visual privacy to mitigate distractions between the two test teams when requesting a large skill lab waiver.
  - Waivers are subject to periodic review to maintain a consistent testing experience statewide—call (888)401-0462 with waiver questions.
- ***Distraction and Interruption Free Knowledge Test Room, if applicable
- ***Holding or Waiting Area** – where candidates may wait to take the exam
*Not needed if remotely proctored knowledge testing is taking place

Due to test security, active cameras or video devices in the skills lab or knowledge test room are prohibited!

D&S Diversified Technologies LLP
Headmaster LLP

D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP
MT Office: P.O. Box 6609 | Helena, MT 59604-6609
OH Office: P.O. Box 418 | Findlay, OH 45839
(800)393-8664 | (877)851-2355 | (888)401-0462 | Fax: (406)442-3357
hdmaster@hdmaster.com | Website: www.hdmaster.com

Innovative, quality technology solutions throughout the United States since 1985.

ADDITIONAL EQUIPMENT NORMALLY PROVIDED BY RN TEST OBSERVER
(OR MAY BE PROVIDED BY THE TEST SITE)

- RN Test Observer may provide their own laptop or tablet for skill testing and three tablets or laptops for knowledge testing (mobile tester)
- Pens/pencils for recordings
- Scratch paper
- 4 basic calculators – three in the knowledge test/one in the skills test area
- Official data recording forms *(available on D&SDT-Headmaster's Minnesota webpage)*
- Small clipboard to place the recording form on
- Knee-high elastic stocking that will fit the actor
- Non-skid footwear for actors *(easy to put on)*
- Over-sized button-up shirt, sweat pants/shorts, socks that will easily fit over the actor's clothing
- 1 clear 240ml glass and 1 clear 120ml glass for Feeding Task *(available in testing kits from D&SDT-Headmaster)*
- Sample food items *(single-serve size containers of applesauce, pudding, etc.)*
- Diet card *(available on D&SDT-Headmaster's Minnesota webpage)*, spoon, napkins, and bendable straw
- Actor's toothbrush, toothpaste, and paper cup
- Lotion for Foot Care task
- Tissue or toilet paper

- Gait/Transfer belt, you know will fit your actor
- Basic watch with a second-hand or travel clock with a second-hand
- AUDIO KNOWLEDGE TEST ADMINISTRATION: Disposable wired headphones or earbuds that can plug into the computer speaker jack *(Amazon sells disposable ones – Bluetooth-connected devices are not allowed*
- Pre-measured "urine" fluid amounts in unmarked containers (hint: use yellow food coloring in water for the Bedpan, Emptying Urinary Drainage Bag tasks)
- Two audible count-down timers *(one for 15 minutes left warning and one for 30 minutes up)* or use the countdown timer on the TMU© Observer screen

RECOMMENDED ADDITIONAL ITEMS TO CARRY IN TESTING KIT

- Washcloths and towels that you know are clean to be used during the Modified Bed Bath task on your actor
- A syringe to easily fill the drainage bag with pre-measured fake 'urine'
- Soap - *PERI-WASH AND NO-RINSE SOAPS ARE NOT ALLOWED*
- Extra audible countdown timers in case a set doesn't work or batteries are dead
- Extra disposable wipes and single-serve food items for the Feeding task
- Back up hand sanitizer(s)
- Other small items you can use as backups to salvage a test event when something breaks or is missing, etc.

Testing sites and RN Test Observers may mutually agree to a different mix of equipment distribution, depending on the test site's mutual agreement. Please call D&SDT-HEADMASTER at (888)401-0462 if we can assist you regarding any of these issues.

TEST SITE AFFIDAVIT:
Our facility will attest on the Minnesota TMU© Test Site Application that our:

- Test Site has the equipment (**or double the equipment for waiver request test sites**) listed herein and will make the equipment available to the certified RN Test Observer(s) for the purpose of administering nurse aide knowledge and skill tests to nurse aide candidates at our test site for days we have scheduled test events in TMU©. *(Pictures of the layout of the testing areas, equipment/supplies, etc., are to be uploaded with the MN TMU© Test Site Application.)*
- Our Facility is not under authoritative sanctions. We have read, understood, and will abide by all listed guidelines.

RN TEST OBSERVER/TASE AFFIDAVIT:
RN Test Observers-TASEs will attest on the Minnesota TMU© RN Test Observer|Test Administration Services Entity (TASE) Application that they will provide at least the equipment and supplies listed under ADDITIONAL EQUIPMENT NORMALLY PROVIDED BY RN TEST OBSERVER for the purpose of administering nurse aide knowledge and skill tests to nurse aide candidates that they have committed their team to test events for any test dates created in TMU©.

Testing Room Space, Equipment, and Supplies

To be a test site and administer test events, facilities must have the required space, equipment, and supplies:

- Ensuring a private, secure, distraction-free space to hold the test events
- If the knowledge test is on-site, test sites must provide:
  - at least three internet-connected computers, laptops, or tablets in the Knowledge Test room
  - internet access (Wi-Fi) for the Knowledge Test Proctor (if they have their own device)
- Sites also need an internet-connected computer, laptop, or tablet in the Skills Test room and/or internet access (Wi-Fi) for the RN Test Observer (if they have their own device)
- For additional details on the required space and supplies, see Headmaster's Test Site Equipment List

Test Site Application

TEST SITE Application

You must first go through the application process and be approved by MDH to become a test site. Please contact MDH for information.

Please complete this application to become an approved Test Site.

- Upload pictures of your test site knowledge exam test room layout (if your site does on-site knowledge exam testing), the skills lab room layout, equipment, and supplies for review.
- In the Affidavit at the end of this document, you will attest that you have read, understood, and will abide by the guidelines listed and that you have uploaded the required test site images. Please print these documents and keep them for your records.

  - Test Site Agreement
  - Test Site Equipment List *(the equipment, supplies, and room requirements that must be available and in good working order to be a test site)*

- Apply for PO/credit terms with D&SDT-HEADMASTER's accounting department via the **Credit Authorization Application**.

  - If payments become delinquent, payment in advance for further test scheduling privileges using the *TMU©* testing platform will be required.

OPTIONAL LARGE LAB WAIVER REQUEST:
If you would also like to apply for the Large Lab Waiver to request approval for two simultaneous test events in one large area, please provide **detailed plan(s) for your request** by completing and uploading the required images in the Large Lab Waiver Request section below. *Helpful things that must be included with the Large Lab Waiver Request:*

- Blueprints of the room/area or scale drawing showing the layout of the room/area and;
  - Where the two sets of TEST SITE EQUIPMENT LIST equipment items will be located within the two separated testing areas.
- On the blueprint or drawing, show the traffic flow for ingress and egress into and out of the two separated skill test areas and;
  - Show the path from the bed(s) to separate sink–commode areas.
  - Show the anticipated location of the equipment and supplies for each area.
  - Show the location of two equipment and supplies tables and two relaxation areas. *(Two chairs side-by-side where the instructions are read to the candidate upon entering the testing area.)*
- Convey how visual separation between the two areas will be maintained.
  - List how audio separation will be dealt with. *(Curtains, white noise machine, acoustical considerations, sight lines.)*
- Pictures showing the area(s) as it/they would look like/be set up during testing.
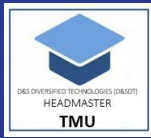
RN TEST OBSERVER REQUIREMENTS

RN Test Observers must:

- Have oneyear of experience providing care for the elderly or chronically ill of any age.

- Have a current RN license with the Minnesota Board of Nursing.

- If initially licensed before January 1, 2018, must submit verification of passing a Minne Department of Human Services background study. If licensed after this date, must su evidence they have no criminal history.

- Follow CMS guidelines for any vaccination and testing requirements in the facility.

- Not have been involved with training of the students who are being tested.

- Be a Test Administration Services Business Entity (TASE) for Headmaster observers.

- Successfully complete certification training with Headmaster.

Certified RN Test Observers

RN TEST OBSERVER REQUIREMENTS

RN Test Observers and their testing teams are crucial for providing caregivers in your state, and a greatly appreciated.

The IRS requires us to clarify our relationship with our business entities providing test administratic services (RN Test Observers). Therefore, all RNs who wish to become RN Test Observers administering testing services for Headmaster must be LLCs or LLPs. We cannot issue payments testing services provided to individuals with Social Security numbers. We can only issue payments business entities with Federal Identification Numbers (FEIN).

The potential exists to find multiple RNs to work for your business!

Please see our RESOURCES FOR FORMING A BUSINESS ENTITY for more information.

 If you have any questions, please call Headmaster at (800)394 or via email at
minnesota@hdmaster.com
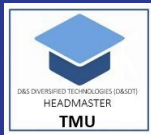
RN Certification Training
Headmaster's Minnesota Web Page

TEST ADMINISTRATION SERVICES ENTITY (TASE)	RN TEST OBSERVER

TASE-RN TEST OBSERVER APPLICATION

RN TEST OBSERVER/TEST SITE EQUIPMENT LIST
(Referenced in the TASE-RN Test Observer Application)
Print and keep a copy for your reference.

OTHER TASE-RN TEST OBSERVER FORMS
(Attachment A documents referenced in the TASE-RN Test Observer Application)

Test Administration Services Agreement Form
TASE FORM 1505MN-NA
(Referenced in the TASE-RN Test Observer Application)

RN Test Observer | Test Administration Services Entity (TASE) Application - $100.00

Application to be certified as an RN Test Observer/Test Administration Services Entity (TASE) for Nurse Aide Competency Exam testing services in the state of Minnesota.

Actor Training Affidavit and Confidentiality/Nondisclosure Agreement

Application to be certified as an Actor for Minnesota nurse aide competency testing.

Knowledge Test Proctor (KTP) Training Affidavit and Confidentiality/Nondisclosure Agreement

Application to be certified as a Knowledge Test Proctor (KTP) for Minnesota nurse aide competency testing.

Link to the TASE FORM 1505MN -NA
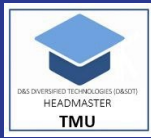
RN Certification Training

Certification training for new RN Test Observers is done with our company RNs via a Zoom training session and resources provided

The Training Outline shows the material covered during the training session

Training Outline

Future RN Test Observer

TSC Nurse Aide Testing Information Guide

Applications for Actor/KTP/Demographic and Name Corrections

Email By State
 Login Info
 Digital Kit
 Videos - Skills, Events, Equipment and Supply Demo

State Specific Candidate Handbook

TASE/RN Test Observer Navigating TMU Manual

Measure of Success Document

TASE Tea

Software Documentation Images

Optional Photo Uploads

Certified RN Test Observers and Testing Team
CERTIFIED TESTING TEAM

A certified testing team consists of an:

RN Test Observer

- Administers the test event and verifies that all necessary materials and equipment are available for consistent testing

- Oversees the Actor and KTP participation in the test event per Headmaster guidelines
  - The RN Test Observer is instructed on the expectations and provided with the training materials for the Actor and KTP and responsible for overseeing the orientation of their Actor and/or KTP
  - The RN Test Observer and KTP may be the same person

Actor
The role of the Actor is to serve as the resident receiving care during the skills test. Actors can be employees, volunteers, or other individuals willing and able to fulfill this role

Knowledge Test Proctor (KTP)
KTPs are only needed if the site is offering on-site knowledge testing. The role of the KTP is to proctor the in person/on-site knowledge test

Certified RN Test Observers and Testing Team
Options to Secure a Certified Testing Team

To meet facility testing needs and test site availability, there are two options for certified testing team. Sites must select in advance which option they intend to use (see the Test Site Agreement slide).

OPTION 1 : Use an RN Test Observer and their team from Headmaster's statewide pool of certified RN Test Observers
- Headmaster recruits, trains and evaluates the performance of the RN Test Observers
- Headmaster will secure the certified RN Test Observer and team for agreed upon test event requests with the test site

OPTION 2 : Use your own facility staff certified RN Test Observer and testing team
- Facility staff is required to set up and lead test events
- The facility sets up their own test events, dates and times
- The RN Observer cannot be the Program Instructor who trained the students being tested
- Sites can have more than one certified testing team

Navigating Headmaster's Minnesota Web Page

CANDIDATES

Candidates

TestMaster Universe (TMU©)

MN State TMU© Login

In-Facility TMU© Login

Minnesota Candidate Handbook Updated March 26, 2025

Practice Tests - Click Here - Then Look at the Left Column.

MN State Challenge Test Sites

Infacility Challenge Application

Find a Test Site Near You. Asterisk * indicates the program is a Test Site

Knowledge Exam Instructions

Remotely Proctored Knowledge Exam Instructions

Skill Test Instructions

ADA Accomodation Form 1404MN: Fill online, attach diagnoses and SUBMIT

TMU© Links

Candidate Handbook

Knowledge Exam Practice Tests

Challenge Applications

Find a Test Site

Testing Instructions

ADA Accommodation Request

TRAINING PROGRAMS TEST SITES

Training Programs - Test Sites

Minnesota Recording Form
Minnesota Diet Card
Minnesota Mock Skills Updated March 26, 2025
TEST SITE AGREEMENT APPLICATION
Test Site Agreement Form (Referenced in the Test Site Agreement Application)
TEST SITE EQUIPMENT LIST
Large Lab Waiver Submission Tips and Attachments
Test Site Instructions How To Change Number of Seats and Reschedule a Candidate.
UNDERSTANDING THE PROGRAM REPORTS
How to Create a Test Event (Regional & Closed)

Testing Materials

MOCK SKILLS

Test Site Agreement Application

Test Site Agreement Form

Test Site Equipment List

Large Lab Waiver Submission Tips and Attachments

Test Site Instructions

Understanding Training Program Reports

How to Create a Test Event

TRAINING PROGRAMS TEST SITES

Fluid Intake Cups
FLUID INTAKE CUP ORDER FORM

Test Master Universe TMU© How To Guides
Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU©
Instructor Guide: How To Enter Students in TMU©
Instructor Guide: How to Complete Student Training in TMU©
Instructor Guide: How to Incomplete a Student that didn't Complete Training in TMU©

Cup Order Form

How To Guides

- **How to Enter Students**

- **How to Complete Student Training**

- **How to Incomplete a Student Record**

TRAINING PROGRAM   - How to Schedule Candidates

AFTER BEING APPROVED TO BE A TEST SITE

Click on STUDENTS:

TMU
MN IN-FACILITY

👥 Students   🗂 Reports   💳 Billing History

Welcome, TRAINING PROGRAM!

Viewing Nurse Aide (CNA) records

Inbox ✉
See notifications regarding your account

Your Profile ✏
Manage your personal information

Students 👥
View related training records and people

Click on the **CANDIDATE NAME** that you wish to schedule, or click on **EDIT** to the right of the candidate's information:

Home > Students

Students

Students

Search students   Press '/' to focus   Go   3 found   Select All   Per page   15   2 Filters   Actions

|	NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS		
	BELLE, TINKER student1@student.com DOB: 01/25/2000	**CNA** Completed Expires 09/27/2025	No active tests	No active certifications	Actions	Edit
	CANDIDATE 2 student2@student.com DOB: 01/25/2000	**CNA** Completed Expires 09/27/2025	No active tests	No active certifications		
	CANDIDATE 3 student3@student.com DOB: 04/07/2000	**CNA** Completed Expires 09/27/2025	No active tests	No active certifications		

Click on **SCHEDULE**:

Home > Students > Belle, Tinker > **Testing**

Belle, Tinker Student ✉

○ Identification	`Ready to Schedule` `SMS Enabled`
🗂 Trainings	**Scheduling**
✎ Test History	
🏢 Employments	
🔑 Login Info	
🗂 Other Options	

Exam	Status	Reason	
CNA Knowledge	`Eligible`		Schedule
CNA Skill	`Eligible`		Schedule

You will get the message that the candidate has been scheduled for an exam(s):

Home > Students > Belle, Tinker > **Testing**

Belle, Tinker Student ✉

- 👤 Identification
- 🗂 Trainings
- ✏ Test History
- 🏛 Employments
- 🔑 Login Info
- 🗄 Other Options

✓ Student CANDIDATE, SAMPLE scheduled into Skill for Certified Nurse Aide.
Student CANDIDATE, SAMPLE scheduled into Knowledge for Certified Nurse Aide.   ✕

Scheduled to Test   SMS Enabled

Scheduling

Exam	Status	Reason
Nurse Aide Knowledge	Not Eligible	Already Scheduled
Nurse Aide Skill	Not Eligible	Already Scheduled

Candidates will receive a notification in their TMU© account and a test confirmation letter that provides important information regarding their scheduled test, including the date, time, and address. Both can be accessed at any time by logging into their TMU© Account.

Please remind your candidates to review the Minnesota Nurse Aide Candidate Handbook for specific instructions on arriving at the test event on time, ID requirements, testing attire, testing policies and procedures, and what to expect. Failure to read the candidate handbook may result in a 'no-show' status for a candidate's test event if they do not adhere to the testing policies, etc.

D&S DIVERSIFIED TECHNOLOGIES (D&SDT)
HEADMASTER
TMU

Headmaster Contact Information

Email: minnesota@hdmaster.com

Phone #: (800) 393-8664

Website: www.hdmaster.com

Minnesota MN State TMU Webpage: mn.tmutest.com

Minnesota INFACILITY TMU Webpage: mr.tmutest.com