HCP TESTING PERSONNEL TRAINING REQUIREMENTS

The following are the requirements for all Testing personnel to complete prior to administering exams offered by ODCTE/Careertech Testing:

1) Sign Confidentiality Agreement and have Test Site Coordinator email to Terre Beck or upload to sFTP
2) Read the HCP Coordinator Manual and all corresponding testing documents
3) Review Cheat Sheet and Cheat Sheet Supplemental Sheet
4) Review Testing matrix for each exam
5) Review all documents and videos under QUESTIONMARK Resources found on the HCP website (www.okhcp.com) (You are still required to attend a live HCP Testing training class when offered by Careertech Testing.)
6) Train under current Test Site Coordinator for all testing procedures
7) Be shadowed in the QUESTIONMARK testing system and be able to test candidates for each exam to satisfaction of trainer and supervisor
8) Read the CSO Manual and know how to add a CSO for your tech center
9) Understand and be able to grade clinical skills exams (Test Site Coordinators and designated signature proctors only)
10) Demonstrate that all testing materials, candidate files and all passwords are kept secure (as per rules)
11) Have Test Site Coordinator add you to HCP Test Site Directory and email to Terre Beck or upload to sFTP

I attest that I have successfully completed all of the above requirements and will abide by the rules for each exam offered by Careertech Testing.


__________________________________
Signature of employee

__________________________________
Printed Name

______________________________
Date

I attest that the above employee has successfully completed all requirements listed above and is considered by me to be qualified as a member of the HCP Testing staff (or HCP Testing Coordinator) for our Technology Center.

__________________________________
Signature of TSC/Supervisor

__________________________________
Printed Name & Title

______________________________
Date

Technology Center name and location

Return executed copy via email to: Jennifer Palacio
Jennifer.Palacio@careertech.ok.gov
Questions: Contact us at 405-743-5160

Revised 01/14/2020