



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) Watch the 3-segment video of full Testing Coordinator training on sFTP with the understanding that I am still required to attend the live HCP Testing training class when offered by Careertech Testing.
- 2) Sign Confidentiality Agreement and be added to HCP Test Site Directory by Test Site Coordinator and upload to sFTP
- 3) Train under current Test Site Coordinator for all testing procedures
- 4) Read the HCP Coordinator Manual and all corresponding testing documents
- 5) Read the CSO Manual and know how to add a CSO for your tech center
- 6) Review Cheat Sheet and Cheat Sheet Supplemental Sheet
- 7) Complete CIRBUS course on CTYou
- 8) Review Testing matrix for each exam
- 9) Train in CIRBUS system and be able to test candidates for each test to satisfaction of trainer and supervisor.
- 10) Understand and be able to grade clinical skills exams (Test Site Coordinators and designees only)
- 11) Demonstrate that all testing materials, candidate files and all passwords are kept secure

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

\_\_\_\_\_  
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 Supervisor

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Technology Center name and location

Return executed copy via email to:  
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