



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 [cttc@careertech.ok.gov](mailto:cttc@careertech.ok.gov) 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](http://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 [cttc@careertech.ok.gov](mailto:cttc@careertech.ok.gov) 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/Location

Return executed copy via email to:  
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