



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 or upload to sFTP
- 2) Read the HPCP Testing 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 HPCP website (www.okhcp.com) (You are still required to attend a live HPCP 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 Test Site Directory and email to 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 Center.

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 HPCP Testing staff (or HPCP Testing Coordinator) for our Technology Center.

Signature of TSC/Supervisor

Printed Name & Title

Date

Technology Center Name/Location

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