

# RESTRAINT LEGAL AUTHORIZER'S CURRICULUM TESTING INSTRUCTIONS

In order to be eligible to use this curriculum to obtain a certificate of completion, you must have a person approved by the Office for Human Rights at your agency to be deemed authorized to issue certificates for this curriculum. Please check with your agency to see if such a person exists. Those persons in any agency already certified to be a trainer for this curriculum simply must contact Tom Anzer at 617-624-7738, or [Tom.C.Anzer@state.ma.us](mailto:Tom.C.Anzer@state.ma.us) and ask for the supplemental material. Along with an answer sheet, which they probably already have, there is a simple fact sheet to help them guide test takers to the right answers.

1. Once you have confirmed a person at your agency is approved to sign certificates of completion, click on the Power Point and review the curriculum.
2. Go to page 71 of the curriculum and print this page, it is the sheet for you to record your answers to the test.
3. Go through the test, page by page and if you are unsure of your answer, go through the curriculum and see if you can determine the correct answer.
4. Please understand that at least one answer in the test is not in the curriculum, but an assessment of judgment regarding a set of facts you should be able to determine from the whole curriculum.
5. Once you believe you have the correct answers, submit them to the person in your agency approved to score the test and offer certificates.
6. That person will score the test and if your answers allowed you to pass (90% correct on the test) they will issue a certificate to your personnel file. If you did not pass, they will have a conversation with you about all the wrong answers, using the sheet we will provide to them to explain the correct answers, and when they feel you understand the correct answers (a process that could involve a simple five minute telephone conversation) they can issue a certificate.

We still hope to have this placed in PACE for a totally on-line process with a built in review process for which you can get a certificate on-line, but this procedure will get you a certificate needed to be an authorizer of restraints.