

**EXHIBIT 214**

**MODEL LETTER ANNOUNCING TO STATE SURVEY AGENCY  
REQUIREMENTS FOR ADMINISTERING THE LONG TERM CARE  
SURVEYOR MINIMUM QUALIFICATIONS TEST (SMQT)**

**(Date)**

State Survey Agency Name  
Address  
City, State, ZIP Code

Dear \_\_\_\_\_:

This is to announce that the Long Term Care Surveyor Minimum Qualifications Test will be administered on **(date)**. You are to submit, no later than 60 days from the date of this letter, your Test Administration Plan to **(name and address)** The Plan must:

- List the individuals who will be taking the SMQT and the Test Module(s) each will take;
- Identify proposed test site(s); and
- Designate a State Test Coordinator and a State Test Monitor(s) who will assist in the administration of the test.

Staff assigned to administer the test should be assigned in such a way as to avoid real or potential conflicts of interest.

Each test site must have a minimum of one regional staff member. However, at a single test site you may have multiple testing rooms. You should provide at least one State Test Monitor onsite for every 50 candidates or portion thereof. Because the number of RO staff assigned to oversee onsite test activities is **(number)**, the maximum number of test sites that can be approved for your State is **(number)**.

Sincerely yours,

Associate Regional Administrator  
(or its equivalent)