



For California MA + PT Candidates ONLY

Multiskilled Medical Certifications Institute, Inc.  
7007 College Boulevard, Suite 705  
Overland Park, KS 66211  
Phone 800.875.4404; Fax 913.498.1243  
Office Hours M-F 8:30am - 5:00pm CST  
www.ncctinc.com

TE-0011

**DUE DATE**

Your application to test or retest **MUST BE RECEIVED** in our offices at least 2 weeks prior to the requested test date. If not, we will contact you to schedule a different test date.

Your application **MUST BE COMPLETED** in full (all sections, documents, signature, and payment.) If not, the scheduling of your exam will be delayed.

**CANDIDATE APPLICATION / 2010 CERTIFICATION...STEP BY STEP**

**1 Tell us who you are (Please print in ink)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
Social Security # \_\_\_\_\_ Date of Birth (mo/day/yr) \_\_\_\_\_  
Address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Home Phone \_\_\_\_\_  Work /  Cell \_\_\_\_\_

**2 Tell us about the certification exam you want to take.**

a. Which exam do you want to take?  Medical Assistant  Phlebotomy Technician

b. Which exam format do you want to use?  Online Exam  Paper Exam

c. Are you CURRENTLY a student in a school/facility that serves as a test site?

- Yes: Ask your school for its test site code. Enter it here \_\_\_\_\_ and complete (d) below.
- No: Call us at 800.875.4404 to get your test site information and complete (d) below.

d. Name of Test Site \_\_\_\_\_ Location (city, state) \_\_\_\_\_ Test Date \_\_\_\_\_

e. Are you an instructor?  Yes  No If yes, where? \_\_\_\_\_ Courses \_\_\_\_\_

**3 Cost? Are you currently a student or a recent graduate (within 6 months) of a program preparing you to take this exam?**

- If Yes: Your fee is \$90. We will confirm enrollment.
- If No: Your fee is \$135.

How do you want to pay?  Check  Money Order  MasterCard  Visa

(At this time, we only accept MasterCard and Visa cards.)

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Cardholder Name \_\_\_\_\_ (only if different from applicant)

Cardholder Address \_\_\_\_\_ (only if different from applicant)

Cardholder City, State, Zip \_\_\_\_\_ (only if different from applicant)

MMCI USE ONLY	
AMT	_____
DATE	_____
CK/MO#	_____

#### 4 What documents do I need to send for approval to take your certification exam? Answer these questions.

a. Are you a current student in an approved program\* in the discipline in which you are seeking certification?

\_\_\_\_\_ Yes If you are currently attending an approved MA or PT program in a school/facility that is one of our test sites, we will permit you to test without sending your documentation with your application; send a copy of your diploma as soon as you graduate. In addition, phlebotomy candidates must send a completed/signed copy of the Documentation Form: Phlebotomy Draws CA found on our website [www.ncctinc.com](http://www.ncctinc.com) under the Forms/Documents tab.

b. Are you a graduate of an approved program\* in the discipline in which you are seeking certification?

\_\_\_\_\_ Yes If you have already graduated from a program, send in a copy of your diploma with this application. **For Phlebotomy candidates:** Send a diploma that documents didactic and practicum, or proof of completion of 40 hours of Basic and Didactic instruction along with a completed/signed copy of the Documentation Form: Phlebotomy Draws CA found on our website [www.ncctinc.com](http://www.ncctinc.com) under the Forms/Documents tab.

c. Do you want to take our certification exam based upon your experience in the field (i.e. you did not attend a program)? If yes, check the test you are applying to take.

\_\_\_\_\_ MA **For Medical Assistants:** Download the Qualifying by Experience form found on our website [www.ncctinc.com](http://www.ncctinc.com) under the Forms/Documents tab and follow the directions for sending acceptable evidence of 2 years of full time MA work experience (or the part time equivalent). We may contact your reference(s) for verification.

\_\_\_\_\_ PT **For Phlebotomists:** If you have 1040 hrs or more of documented PT work experience, CA law still requires that you complete a 20 contact hour LFS-approved Advanced Didactic course. You will need to send proof of completion of the advanced didactic along with a completed/signed copy of the Documentation Form: Phlebotomy Draws CA found on our website [www.ncctinc.com](http://www.ncctinc.com) under the Forms/Documents tab with your application. This is the only experience route available to phlebotomists in California.

**Approved programs\*:** Ask your school/program if you do not know whether it is MMCI or NCCT approved.

Note: Our PT exam is a national certification that is recognized throughout the United States. It is also approved by LFS for use toward the California state certification as a CPT1, but the state of California has additional forms, fees, and requirements. To learn exactly what you must do to meet additional CA requirements after passing our national exam, go to: <http://www.cdph.ca.gov/programs/lfs/Pages/default.aspx>

#### 5 Demographic Data (Voluntary, for use by statisticians who evaluate exams to prevent bias)

<u>GENDER</u>	<u>RACE</u>	<u>MARITAL STATUS</u>
<input type="checkbox"/> Male (M)	<input type="checkbox"/> African American (AA)	<input type="checkbox"/> Single (S)
<input type="checkbox"/> Female (F)	<input type="checkbox"/> American Indian (AI)	<input type="checkbox"/> Married (M)
	<input type="checkbox"/> Asian (AN)	<input type="checkbox"/> Divorced (D)
	<input type="checkbox"/> Caucasian (CA)	
	<input type="checkbox"/> Hispanic/Latino (HL)	
	<input type="checkbox"/> Other (OT)	

**Notice of Non-Discrimination and ADA Accommodation:** MMCI does not discriminate against any candidate based on race, creed, color, national origin, sex, religion, handicap, marital status, or age. MMCI will provide reasonable and appropriate test accommodations in accordance with the Americans with Disabilities Act (1990) for individuals with documented disabilities who request and demonstrate the need for accommodation. This request for accommodation must be made in writing at least 4 weeks prior to testing. Candidates may request a copy of the full policy by contacting MMCI directly or by downloading the form from the Forms/Documents Tab of the NCCT website at [www.ncctinc.com](http://www.ncctinc.com).

#### 6 Fees and Refund Policies

- Applicants must pay all required fees before testing. Scores and certifications will not be released until fees are paid.
- Applicants who withdraw applications must do so within 7 days after receipt in our offices to receive a full refund.
- Applicants determined to be ineligible to test will be sent a refund of the exam fee, minus a \$25 handling charge.
- There is a \$25 fee for any returned checks.
- There is a \$10 fee for rescheduling an examination more than one time. It is charged for each subsequent reschedule.
- MMCI and NCCT is not responsible for expenses incurred by the applicant due to cancellation of a test session, location changes, time changes, testing site equipment malfunctions, or other such events/incidents.

## 7 STATEMENT OF UNDERSTANDING, CONSENT, AND VERIFICATION

*Agreement and signature are required to test.*

I understand and agree to all of the following as a condition of testing:

- That MMCI retains the sole authority to make all final decisions regarding eligibility and certification.
- All published MMCI candidate policies, including the MMCI fee and refund policies.
- That the liability of MMCI and its agents is limited to examination fees only.
- That a minimum of 14 clock hours of MMCI approved Continuing Education will be required each year in order to maintain my national MMCI certification in an active status.
- That the practice of some professions may be regulated in certain states and it is my responsibility to determine whether this certification meets my state requirements for practice before taking it.
- That it is my responsibility to send MMCI all required documentation, that all documentation must be in English, and that no certification will be released unless all requirements have been met and all documentation is on file at MMCI.
- That I must submit my application, documentation and fees at least 2 weeks prior to the test date or there may be a delay in test site approval and assignment. I also understand that I should allow 2-4 weeks for processing exam results after testing.
- That only 3 lifetime attempts are allowed for testing in any single discipline. If I fail an exam, I must wait a minimum of 30 days before applying to retake it. Each retest requires a new application and payment of the full fee.
- That MMCI grounds for invalidation or recall of any MMCI certification may include, but are not limited to, the following:
  - Violation of any policies or procedures of MMCI, including its code of ethics.
  - Failure to cooperate and/or reasonably assist with the investigation of any testing irregularity.
  - Giving or receiving unauthorized assistance when taking an examination (e.g. cheating).
  - Permitting anyone other than yourself to take an examination with your identity.
  - Violation of any laws relating to practice of the profession for which you are being tested.
  - Falsifying anything related to test application or test admission processes, or falsifying documentation.
  - Using fraud or deception to obtain certification or recertification of oneself or another by assistance.
  - Unauthorized possession, distribution, or use of MMCI exams or test questions in any form.
  - Any test irregularities that, in the professional judgment of MMCI, fall outside acceptable psychometric limits.

I give MMCI the authority to do all of the following:

- To request necessary information from individuals, institutions, or organizations in order to validate my identity, documentation, education, background and/or other credentials.
- To release my MMCI certification status (i.e. whether you hold certification) to any member of the public that requests it.
- To release my certification exam score to my college, school or program (for Route 1 applicants).
- To release my photo for identification confirmation purposes.
- To allow the use of my name for certification recognition purposes on the MMCI website(s).

I verify all of the following:

- That I am a U.S. High School graduate, or possess equivalent credentials (e.g. GED or Ability to Benefit)
- That I have never been convicted of, or plead guilty/no contest to, any felony offense. [Note: If you have, place an X over this bulleted statement and attach official court documentation that all the requirements, restrictions, and obligations set forth by the court have been satisfied completely. Your application cannot be considered without this court documentation. Eligibility is determined on a case-by-case basis. Failure to disclose felony status will result in permanent disqualification and/or revocation of any certification granted. MMCI reserves the right to do background checks at any time.]
- That I have personally completed my own application form and fully understand the contents. I declare, under penalty of perjury, that all the information I have provided in this application is true and that the signature below is my own.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## 8 You are almost finished!

Use this checklist to make sure you are ready to mail this application.

**Photo attached?**

We need this for confirmation of your identity.

Attach  
Photo  
Here

Used for  
ID purposes

**Did you include payment?**

If not, go back to Section 3. Any checks should be made payable to MMCI. Please note that payments are processed as received, but processing payment does not guarantee approval. You must wait for written notification of approval before testing. If you are not approved, we will refund your payment minus the \$25 handling charge, as described.

**Did you attach your diploma and/or other required forms?**

If not, or if you have forgotten what is required, go back to Section 4.

**Did you read and sign the Statement of Understanding, Consent, and Verification?**

If not, go back to Section 7. Without a fully *completed* application and signature, you CANNOT be approved to test.

**Ready to mail? Mail everything to MMCI at the address below. We cannot accept faxed applications.**

Make sure we *receive everything at least 2 weeks before* your requested test date, so we have enough time to process your application and add you to the approved roster. If you are not on the roster, the proctor will not allow you to test.

MMCI

7007 College Boulevard, Suite 705

Overland Park, KS 66211

Phone 800.875.4404; Fax 913.498.1243

Office Hours M-F 8:30am - 5:00pm CST

**How will you know when you are approved to test? How will you know where to go?**

*Applicants who are students at schools/programs that serve as test sites* for us should contact their Exam Coordinators onsite. They will give you the test site, date, and time information you need. You will be pre-qualified by your Exam Coordinator and your name will be added to the test roster.

*All other applicants should call 800.875.4404* to get test location(s) and date(s). When you know where you will be testing, put this information on the lines in Part 2D of the application. To qualify to take this exam, we must have your completed application, all required documentation, and your payment in our offices. When we have everything we need, we can approve you to take the test. Make sure you send everything to us at least 2 weeks before you want to test, so that we have enough time to approve you for the date you choose. If not approved, the proctor will not allow you to test.

We will let you (*ALL APPLICANTS*) know when you are approved by:

- *Email* if you have a valid, confirmed email address.
- *Regular mail* (U.S. Postal Service) if we do not have a valid email.
- Please **DO NOT** call unless we have had your application for 2 weeks and you have not heard from us. If you call before that time, we will only be able to tell you that we are still processing it. The moment you are approved, we push a button - and the email or letter is sent instantaneously! We promise.
- **DO** call us if you are getting very close to your assigned test date and have not yet been approved.
- **DO** check your approval letter to see if your format preference (online or paper) has been confirmed at the test site you chose. If not, call us to reschedule elsewhere. (Rescheduling does not apply to candidates testing before graduation at approved schools.)

**If you have any other questions, please check our website at [www.ncctinc.com](http://www.ncctinc.com).**

**Our Candidate Handbook can be found in its entirety under the Forms/Documents tab of the homepage!**