



National Center for Competency Testing

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Office Hours: M-F 7:30am - 7:00pm CST
Saturday 9:00am - 3:00pm CST

TE-0231

Test Site Eligibility Application

Date App. Received _____ Date Accepted _____

Directions: This form should be completed by facilities seeking authorization to serve as NCCT Test Sites.

1 Contact Information

Name of School or Other Facility _____

CEO or Highest Ranking Officer _____

Street Address _____

City _____ State _____ Zip _____

Official Contact _____ Title _____

Telephone _____ Fax _____

Email _____ Web address _____

2 Facility Description

Please select all that apply.

<input type="checkbox"/>	School, College, or other Educational Program Sponsor
<input type="checkbox"/>	Healthcare Employer
<input type="checkbox"/>	Dedicated Testing Center at a Community College or University
<input type="checkbox"/>	Other:

3 Organizational Information (Sites submitting a Program Eligibility Application may skip this step.)

Please select all that apply.

<input type="checkbox"/>	Business License (This only applies to independent testing centers)
<input type="checkbox"/>	State or Regional Accreditation

Please attach a copy of all documentation with your application.

4 Test Site Requirements

The following requirements have been established for facilities that wish to administer NCCT examinations. This ensures a safe and reasonably equivalent test experience for all examinees.

For all testing the facility must:

- Meet ADA accessibility guidelines.
- Provide comfortable seating.
- Ensure access to water and restroom facilities.
- Ensure examinees can easily see the time.
- Ensure all entrances and exits are monitored and controlled.
- Have working smoke detectors and accessible fire exits.
- Have adequate and comfortable ventilation, lighting, and temperature.
- Be kept quiet and free from disruptions and distractions.
- Ensure examinees are unable to easily see the responses of others.
- Have reliable Internet access.
- Have access to a designated computer support professional.
- Ensure computer operating systems are Windows 7 or greater.
- Use only school-owned PCs for NCCT certification testing.

In addition, your institution agrees to work with the NCCT technical support staff to implement our secure browser on all computers used to administer NCCT examinations. The secure browser runs in an online-only mode without permanently installing anything on the end user's computer. However, NCCT needs to perform a one-time initial recognition process on each computer used for testing. This process must be performed by a computer administrator (unless running Windows 8 or greater).

5 Test Site Services

Please select all that apply. Our facility would like to serve as a test site for:

- Only our own students, graduates, and/or employees
- Other NCCT authorized test candidates in the area

Computer Based Testing

_____ What is your maximum computer capacity (#) for a single test session?

_____ Yes _____ No Are all the PCs used for testing owned by the test site?

_____ Yes _____ No Is a computer support professional available for troubleshooting during testing?

Windows Operating System(s): _____ 10 _____ 8 _____ 7 _____ Vista _____ XP _____ Other (Specify)

Computer Support Personnel: _____ Onsite _____ Remote _____ Other (Specify)

IT Support Personnel Contact Information:

Availability

Name _____

_____ During all NCCT tests

Phone _____

_____ By appointment

Email: _____

_____ During these hours: _____

Type of Proctor: ____ **Employee Proctor** ____ **Non-Employee Proctor**

If Employee Proctor, I attest to the following:

1. Our facility will not nominate any proctor who is an owner, instructor, program director, externship coordinator, or part of the management team at this institution.
2. Our facility will not nominate any proctor who is in a direct supervisory or departmental management position over any candidate who might sit for an exam.
3. Our facility will not nominate any proctor who has an interest in whether candidates pass or fail an NCCT exam.
4. Our facility will work with NCCT's technical support staff to fully implement NCCT's secure testing platform and I understand that our employees will not be allowed to proctor until this system is fully in place.
5. I understand that employee proctoring is allowed solely at the discretion of NCCT and may be revoked at any time.
6. I understand that if NCCT determines a test site has an undisclosed conflict of interest, all exams given at that site may be declared null and void. In addition, the institution may be subject to legal action for falsifying the contractual document and for recovery of costs for any re-administration of exams (including any damages). If in doubt about a possible conflict of interest, contact NCCT before signing.

6 Sitting Fee Options

Most test sites permit their own students, graduates, or employees to take NCCT certification exams on-site at no charge. Independent or public test sites may charge a small sitting fee, provided it meets Board standards as "reasonable" and is known to NCCT and examinees in advance. Sitting fees are paid directly to test sites by the examinees. Please respond below, as applicable.

- Our test site will not charge a sitting fee.**
- Our test site will charge a sitting fee.** Amount: \$ _____
 _____ For all examinees _____ For public (outside) examinees only

7 Payment Options

Do you require a purchase order for payment? ____ Yes ____ No

- Direct organizational billing by NCCT (helpful if certification costs are included in tuition/fees)
- Candidates will pay NCCT directly (credit card, check, or money order)

8 Statement of Understanding

Please read carefully, check boxes, sign and complete requested identification information.

- I attest that our facility and test site meet the requirements listed in Section 4 of this application.
- I understand that NCCT has the right to determine eligibility of testing sites and may suspend or revoke eligibility at its discretion including, but not limited to, issues of exam security or policy adherence.
- I understand that NCCT reserves the right to visit examination sites at any time, announced or unannounced, to monitor compliance with security policies and procedures
- I understand that NCCT may report false, misleading, or fraudulent test site eligibility information to relevant government authorities.

Signature of Authorized Test Site Official _____
 (e.g., Dean, Director of Education, HR Director, Principal)

Printed Name _____

Title _____ Date _____

Please return the following items to NCCT by email or fax.

Submit Application

- Completed Test Site Application form
- All Section 3 Documentation (copies)

Email to: program.eligibility@ncctinc.com

Fax to: 913-498-1243