



National Center for Competency Testing

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Office Hours: M-Th 8:30am - 7:00pm CST

Friday 8:30 am - 5:00pm CST

Saturday 9:00am - 3:00pm CST

TE-0019

Exam Coordinator Frequently Asked Questions

Dear Exam Coordinators:

In an effort to make it easy for your frequently asked questions to be answered, we are making this form available from our Forms/Documents tab on the homepage of the website. We will add to it as "frequently asked questions" come in! Check it out every month, or email Rachel@ncctinc.com with your FAQ!

(1) Can Exam Coordinators give out their test site codes (#) to anyone they want?

Answer:

NO, only to their own current students who are attending NCCT-approved programs.

Reason:

When Exam Coordinators give out their test site codes, they are pre-qualifying these students to test. Exam Coordinators are NOT allowed to pre-qualify anyone but their current situation.

In other words: Exam Coordinators cannot pre-qualify instructors, other staff, friends, graduates, or any other outside applicants. Anyone that is not a current student must apply on paper to our offices and be approved by NCCT/MMCI before they can test. Just a friendly reminder, as the Board considers this a serious security issue! Thanks!