



National Center for Competency Testing

7007 College Blvd., Ste. 385, Overland Park, KS 66211
Phone 800.875.4404; Fax 913.498.1243
Office Hours: M-Th 8:30am - 7:00pm CST
Friday 8:30 am - 5:00pm CST
Saturday 9:00am - 3:00pm CST

2012 Examination Schedule Form

Test Site Name _____
City _____ State _____
Test Site # _____

Directions: Please complete ALL fields and return to NCCT by mail or fax.

Exam Coordinators: Test sites and candidates need accurate, up-to-date information to ensure that the testing processes run as efficiently as possible for everyone. To make this happen, please call your proctor in advance with your test dates and times to confirm their availability. Once proctors are confirmed (date/time), we can schedule the test date(s).

Month	Test Dates	Time (a.m or p.m)	Proctor Name
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			

- Who can test at your site? Just my students/graduates We will allow others to test here
- Do you charge a sitting¹ fee? No Yes (if yes, please check the statements below that apply)
 - We charge a sitting¹ fee to all examinees; it is the same amount for everyone \$ _____
 - We do not charge our students/graduates a sitting* fee, but we charge others \$ _____
- How do you want to administer your exams? Paper Online Both *Your Test Site Capacity:* _____ (#)
- If you don't yet use online applications or exams, would you like us to help you learn how? Yes No n/a
- If you have less than 3 examinees on any single test date, you can still administer our certification exams as scheduled but a nominal administrative fee² will be charged to subsidize the cost of testing fewer students. We do this to be able to continue to allow schools this convenience despite the added expense of bringing in outside proctors.
 - Yes: Our site will pay the \$10-20 fee (see below²) for the convenience of letting our students test as scheduled.
 - No: Cancel the exam; we will call the proctor and reschedule our students/candidates to another test date in the future or we will create fewer testing dates each year so there will never be a "short" roster.

Your Signature _____ **(i.e. Exam Coordinator)**

¹ A sitting fee is any fee (i.e. administrative or otherwise) that a test site charges to examinees that is separate from our published exam fees. Standards/policies require that NCCT and examinees know about all such fees in advance. ² The administrative fee for testing 2 students=\$10; for testing 1 student=\$20.