

Due to the increased volume of NCCER Skills Assessments currently being administered at our Training Center, we need your cooperation and assistance in adhering to the following policies and procedures:

- Test times are **Monday-Thursday, 8:00 a.m.-2:00 p.m., and Fridays, 8:00 a.m.-Noon;**
- In order to insure availability of assessments and computer stations, individuals must be scheduled at least **24 hours** prior to requested appointment;
- Appropriate paperwork (sent 24 hrs. beforehand) must include the Individual's Name, SSN, Assessment(s), Test Date & Time, and faxed or e-mailed to ABC's Skills Assessment Coordinator, Courtney Johnson at: 724-2519 or cjohnson@abcsetx.org, respectively, by the Company's authorized representative only (i.e., Upper Management, HR Dept., Safety—not field supervision or jobsite personnel);
- Potential testers need to arrive **10-15 minutes** before their scheduled appointment in order to complete the required NCCER forms;
- All testers must produce a **photo ID** upon arrival at ABC;
- In fairness to everyone scheduled, **if an individual misses his/her appointment or arrives past their designated time, then they will not be allowed to test that day,** and will need to be rescheduled with new paperwork being re-faxed or e-mailed again to ABC;
- No more than **3 employees per company/per session** can be set up at one given time (unless it's an off-site session which has been prearranged ***). The NCCER requires that individuals are allowed at least 2 hours per assessment (some tests are 3 hours); therefore companies can only send 3 employees every two hours during the testing hours referenced above. (NOTE: If you're testing more than 3 employees per day, then those individuals' appointments must be **staggered in 2-hr. intervals**); and
- If an individual has 2 or more tests to take in one day, then please schedule them for either an 8:00 or 9:00 a.m. appointment (any later, they will not have sufficient time to complete all the allotted tests).

*** On 4/22/2008, ABC-SETX became "paperless" and now only offers skills assessments in its Computer Lab. Should you or your owner require any "off-site" testing, special arrangements must be made at least 2 weeks prior, as well as pre-payment of all paper tests ordered from the NCCER.

Please note that ABC members will be accommodated first, and will be invoiced for the assessments given (unless arrangements have been made to the contrary, and we know to collect payment from the tester). All others testing (i.e., non-member companies and walk-ins) must pay for the assessments at the higher non-member rate, cash only, company check, or corporate credit card (**no personal checks or personal credit cards are accepted**).

I know the above procedures may seem stringent and inflexible; however, in order to accommodate as many companies and individuals as possible during this busy time, with a limited number of computer stations, we need your cooperation and assistance so we can test everyone timely and efficiently. Please share this information with all those employees in your company that are involved with the NCCER Skills Assessment program. Thank you!