



Test Site Coordinator Agreement FOR NCCCO WRITTEN EXAMINATIONS

Thank you for your application to be a Test Site Coordinator for NCCCO Written Examinations. Test Site Coordinators play a critical role in the NCCCO examination process, from the initial site application, through the collection and submission of candidate applications to NCCCO’s testing provider, International Assessment Institute (IAI), to serving as liaison with the Examiner on test day. To ensure a smooth administration of NCCCO certification exams, it is critical that Test Site Coordinators fulfill their duties in a competent and professional manner.

Please review the following Agreement and sign below where indicated, acknowledging that you have read and understood this Agreement and that, should your application be successful, you agree to abide by all of its provisions.

As a Test Site Coordinator for NCCCO Written Examinations, I certify and acknowledge that:

1. I will not disclose, nor cause to be disclosed, to anyone outside of NCCCO any confidential information I obtain as a result of my participation as a Test Site Coordinator in the NCCCO certification program, including, without limitation, the content of any examination.
2. I have read and agree to abide by all NCCCO Policies and Procedures, particularly those detailed in the *Written Examination Test Site Coordinator Handbook*.
3. I have read NCCCO’s Criteria for Test Sites and agree to prepare a Test Site in accordance with the general directions listed therein.
4. I agree to provide authorized personnel with access to the Test Site on test day and to remain (or arrange for my designated representative to remain) at the Test Site throughout the test administration.
5. I agree to meet all deadlines for submitting the *Written Examination Test Administration Request Forms* and *Test Site Coordinator Summary Forms*.
6. I agree to ensure that all *Candidate Applications* I submit are complete and submitted in accordance with stated NCCCO deadlines, including any required payments.
7. I agree to pay any and all fees that are due in a timely fashion, including any additional fees I may incur by submitting incomplete or late applications.
8. I agree not to make, and not to knowingly allow any other person to make, any material misrepresentation or omission of fact in any document I submit to NCCCO or IAI.
9. I represent that I am acting on my own behalf and/or on behalf of the company or organization set forth below, and I am not acting to circumvent a prior NCCCO suspension or revocation.
10. I agree to conduct my affairs with NCCCO, IAI, any Examiner, clients, and candidates in a professional manner, according to accepted codes of business conduct.

I understand that non-compliance with any of these provisions may result in the revocation or suspension of my status as a Test Site Coordinator for NCCCO Written Examinations.

SIGNED		DATE
NAME	E-MAIL	
COMPANY/ORGANIZATION		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE	FAX	CELL

Please complete and submit to:

International Assessment Institute—Attn: NCCCO Testing
600 Cleveland Street, Suite 900
Clearwater, FL 33755

Phone: 727-449-8525
Fax: 727-461-2746
Email: kim@iaiaexam.com