

Craft Training Center of the Coastal Bend

Scheduling Guidelines

Dear Company Representatives,

Please make sure everyone who schedules employees for assessments are aware of the following requirements:

1. Registration forms **MUST** be legible, have the correct day and date, correct name spelling, correct SSN and have the correct test scheduled. If any of the information on the form is inaccurate or illegible, the employee will have to wait until all other participants are registered; then only if time permits, the information will be corrected and the employee will be allowed to take the assessment. If making the corrections will delay the start time of the session, the employee with the incorrect information will need to be rescheduled by his employer for another day using the standard minimum 24 hour notice Policy.
2. Please make sure employees are correctly instructed on how to get to the NCCER test location. Make sure they go to the **CRAFT TRAINING CENTER and not the Contractor's Safety Council!** Please make sure they know that if they are late for any reason, they will need to reschedule for another day using the standard minimum 24 hour notice Policy.
3. Please make sure your employees are aware that **they must present a valid government issued ID** prior to the test. Participants that do not have proper identification will not be allowed to test. The employer will have to reschedule the employee when they can provide proper identification using the standard minimum 24 hour notice procedure.
4. Assessments are given on a first-come first-serve basis and we will accommodate you to the best of our ability. Due to the demand for assessment testing, and the need for CTC to maintain the designated schedule, we recommend that you register your employee(s) well ahead of time, the minimum being 24 hours in advance of the session you are scheduling for. If we receive a registration form for a session that is already full, we will contact you so your employee can be rescheduled for a future session, as provided in the guidelines below.

Please read the scheduling procedures as laid out in the following guidelines:

We ask that everyone follow the guidelines to help assure your employees are assessed in a timely manner.

Assessment Registration Guidelines:

- * The assessment Lab is available on a first-come, first-serve basis and by scheduling a minimum of 24 hours in advance.
- * Participants **must be registered via fax** using the Registration form we have provided **24 hours in advance of session.**
- * We offer two Assessment Sessions per day. Test starting times are **8:30 a.m.** and **2:00 p.m.** Monday through Friday.
- * The participant is to be at the assessment office approximately **15 minutes prior** to the above stated test times; as there is paperwork to be filled out before the test session can be started.
- * Participants who do not arrive early enough to be registered prior to the test start time or those who have incorrect information on their registration forms will need to be rescheduled for another day to avoid holding up participants who do arrive on time. The participant must be rescheduled using the standard minimum 24 hour notice Policy.
- * Please indicate the preferred available session **day, date, and time** when filling out the Registration form.
- * Incomplete, incorrect, illegible and/or unsigned registration forms will not be accepted.
- * Please fax a **separate Registration form for each session.** You may indicate multiple participants for one session on the same form.
- * Please inform employees that they must present **valid government issued photo identification** upon arriving. Those who do not have proper identification will not be assessed until identification is provided. They will have to be rescheduled for another day using the standard minimum 24 hour notice Policy.

If you have any questions or require assistance in properly scheduling an Assessment test, please feel free to contact us.

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