

# Craft Training Center of the Coastal Bend

7433 Leopard St. Corpus Christi, TX 78409  
Phone: (361) 289-1636 • Fax: (361) 289-0499

## NOTICE TO EMPLOYEES WHO ARE SCHEDULED FOR AN ASSESSMENT

1. Test Assessment sessions are scheduled for 8:30 am and 2:00 pm only; you need report to the Assessment office approximately 10 to 15 minutes prior to your scheduled test session time for instruction and paperwork completion prior to test time. If you arrive late you can not begin your scheduled test at the 8:30am or 2:00pm test time with the other participants, you will need to ask your employer to reschedule your test for a future session.
2. Please make sure you know how to get to the NCCER testing location. Go to the CRAFT TRAINING CENTER and NOT the Contractor's Safety Council! If you are late due to going to the wrong location, you will need to be rescheduled for your test.  
  
The craft training center is located at the same address as the Contractors Safety Council, at 7433 Leopard, but is *not* in the same building.  
We are in the same parking lot behind the Safety council building; our name is on the front of our building. **NCCER testing is on the 2<sup>nd</sup> floor**, down the first small corridor, Office # **213**
3. Upon arrival you must present a valid government issued I.D. prior to testing. If you do not have proper identification you will not be allowed to test and will need to be rescheduled when you can present proper identification.
4. **No Cell phones**, pagers or other electronic devices are allowed in the testing lab.
5. **No Caps, jackets**, pens pencils or other personal items allowed in the testing lab.
5. **No Food, Drinks**, chewing gum or tobacco products are allowed in the testing lab.
6. **You are not** permitted to bring reference materials of any sort to the testing lab.
7. As stated above, if you do not arrive in time to do your paperwork prior to test start time, we can not hold up others who area ready to start the session as scheduled. You will be asked to have your employer reschedule your test for a future session.

Thank You,

*Nancy Brown*

*Operations Manager*

*Craft Training Center of the Coastal Bend*

**Name:** \_\_\_\_\_

**Test:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_