National Career Readiness Certification Exam Registration

All information must be printed legibly. The information provided on this form should be the stated in the same manner as it is on the ID you bring with you to the examination. If a National Career Readiness Certificate (NCRC) is earned, the information provided on this form will be what is printed on the certificate.

First Name_____Middle Initial_____Last Name_____

Date of Birth (mm/dd/yyyy)_____/_____/_____

Phone Number (_____)_____-_____

Email:_____@_____

Address:_____
                     Street Address

_____, _____   _____
                             City   State   Zip

*Examinee ID Number _____

   *If you are a current TCAT Shelbyville student, please use your Student ID Number. This is located on your   Student ID Card.

   *If you are NOT a current TCAT student, please use your current Employee ID Number. If you do not have   an Employee ID Number, please leave this blank and a unique ID number will be issued to you.

If you think you qualify for any special testing accommodations, please use the contact information below to inform the testing center of your needs so that prior approval and arrangements can be made. Prior approval for any accommodation is mandatory.

If you have any questions, please contact:

Jennifer Wright
TCAT Shelbyville
1405 Madison Street
Shelbyville, TN 37160
(931)685-5016 ext 128
Jennifer.wright@tcatshelbyville.edu

Testing Day Information

Arrival:
- Arrive 15 minutes BEFORE testing session. (If you arrive to the testing center and testing has begun, you will not be admitted to the testing room and will have to reschedule your testing session.)
- Please see the Business/Finance Office to remit payment for the exam. You must have a receipt of payment before you will be admitted to the testing center.
- The NCRC exam is comprised of 3 sections. Each section of the test costs $20. If you plan on taking all 3 sections, the total cost will be $60. Payment options include:
    - Cash,
    - Debit/Credit Card (Visa, Mastercard, American Express, or Discover),
    - Cashier's Check or Money Order made payable to TCAT Shelbyville

- We do not accept personal checks. There will be no refunds given.

What to bring to the NCRC Exam:
- Payment for test(s).
- Acceptable Identification. (see attached Acceptable Identification Policy)
- Two pencils with erasers.
- A permissible calculator. (see attached calculator policy)

What NOT to bring:
- Cell Phone or other Electronic Device. Examinees may not handle or access a cell phone or electronic device at any time in the testing room or during breaks. This includes smart watches, fitness bands, and any other device with recording, internet or communications capabilities. All devices, including cell phones and wearable devices, may not be brought into the testing room. If an examinee is found to use one of the above devices at any time during the testing period (including breaks), the examinee will be dismissed from the testing center and their test will not be scored.
- No food or drink, including water, will be allowed at the testing station. You may, however, have food or drink stored at a designated place in the testing room to consume during breaks.
- Textbooks, foreign language or other unapproved dictionaries, notes or other aids.
- Highlight pens, colored pencils or pens, correction fluid or tape.
- Reading material
- Tobacco in any form (including electronic cigarettes)
- Hats or other head coverings (including hoodies)
- Children – We do not have the facilities to provide childcare, and only registered testers and the test administrator are allowed the testing center.

The NCRC Test:
The NCRC Test consists of 3 parts: Workplace Documents (Reading), Applied Mathematics, and Graphic Literacy. Each part of the test has an allotted time of 55 minutes. An additional time of 20-30 minutes is required for logging in to the system, going through the testing tutorial and printing the score report as testing is completed. Short breaks will be provided between tests.

REQUIREMENTS FOR PHOTO IDENTIFICATION

All examinees are required to present one acceptable form of identification before being admitted to the test room.   Please note:
- Identification issued or verified by a relative is NOT allowed.
- All identification must be original; photocopies or reproductions are not allowed.
- Stamped, computer generated, or reproduced signatures are not allowed.

ACCEPTABLE FORMS OF IDENTIFICATION:

➢ Current Official Photo ID requirements:
- Current (not expired); and
- Issued by school, employer, or city/state/federal government agency; and
- Show the examinee's first and last names; and
- Current photo is clearly recognizable as the examinee
- *Examples: driver's license, passport, school ID, employee ID, or state ID*

➢ Recent Published Individual Photo
- Must be original, not a photocopy or reproduction; and
- Published within the last two years; and
- An individual (not a group photo), clearly recognizable as the examinee; and
- Examinee's first and last name is in the caption
- *Examples: Newspaper, school yearbook*

➢ Notarized Statement with Photo
- Sworn statement by a notary public – who must not be a relative – identifying the examinee by name; and
- Attached, recent (within two years), recognizable photograph with a notary seal or stamp across a portion of the photo; and
- Signed by the examinee, in ink, in the presence of the notary public.

Examples of Unacceptable Identification

- Birth Certificate
- ChildFind ID Card
- Credit, Charge, bank or check cashing cards, even with photo
- Diploma
- Family portrait or graduation picture, even if the name is imprinted on the photo
- Fishing or hunting license
- Nonphoto ID issued by an employer
- Learner's driving permit, temporary or replacement driver's license, if it does not include a photograph
- Organization membership card
- Passport or other photo so old that the person presenting it cannot be identified
- Photo ID belonging to a parent
- Photo with examinee's name embossed or printed on it by the photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)
- Police report of a stolen wallet or purse
- Printed, stamped, or photocopied signatures
- Report Card
- Social Security card
- Telephone calls to the site to identify the examinee
- Traffic ticket, even with a physical description and signature
- Web Page with photo