



NCCER SKILLS ASSESSMENT

POLICIES & PROCEDURES **(WITH “COVID Protocols”)**

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 during COVID Compliance Mandates are: **Monday-Thursday, 8: a.m.-10: am., and 1:00-1:30 pm; and Fridays, 8:30 am.- 10:am**
- To ensure availability of computer stations and “**social distancing**”, 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, Email, Assessment(s), Test Date & Time, and faxed or e-mailed to ABC’s Skills Assessment Coordinator, Griselda Vargas at: 724-2519 or gvargas@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 to complete the required NCCER forms;
- All testers must produce a **photo ID** upon arrival at ABC;
- **All testers must wear a MASK;**
- 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. 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 8:30 am appointment (any later, they will not have enough time to complete all the allotted tests).

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 individuals) 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**).

The above procedures may seem stringent and inflexible; however, in order to accommodate as many companies and individuals as possible, 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 who are involved with the NCCER Skills Assessment program.

Thank you for your cooperation during this COVID Pandemic!