

Registration of Assessment Certifications (Form 101A)



For instructions on how to complete electronic submission of this form via the Registry System, please copy and paste the following URL into your web browser:

<https://support.nccer.org/support/solutions/articles/13000014319-create-an-assessment-proctor-or-assessment-coordinator-certification-form>

There are no processing time frames for electronic submission of forms.

Provide the following data for all Assessment Coordinator/Proctor candidates who successfully completed the Assessment Coordinator/Proctor Training Program. Form should be completed or verified and signed by the Primary Administrator of the AAC. Only one certification per individual (Coordinator or Proctor).

PRINT or **TYPE** names exactly as they should appear on credentials.

Information Sheet must be submitted along with this form.

** Completion of the Proctor/Coordinator Acceptance of Responsibility & Liabilities Form (R&L) is required. Checking this box is considered confirmation that the Proctor/Coordinator Acceptance of Responsibilities & Liabilities Form (R&L) has been signed and is on file.

AAC Name: _____

Name <i>(First Name, Last Name)</i>	Release Form	SS#/NCCER Card #	Authorized Assessment Site	Written Test Date Passed	Coordinator	Proctor	R&L**

The AAC hereby requests Coordinator or Proctor certification for the individuals named on this form. I hereby authorize the NCCER Registry Department to verify information in my training records to Primary Administration upon request. I release and hold harmless NCCER for this verification purpose.

Primary Administrator Signature

Name/Title/SS#/NCCER Card # *(type or print)*

Date

AAC Coordinator Signature

Name/Title/SS#/NCCER Card # *(type or print)*

Date

Submit to: registrar@nccer.org or fax to 386.518.6255.

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Information Sheet

This page is required as part of form submission.

AAC Name: _____

Name <i>(First Name, Last Name)</i>	Employer Name	Do you speak Spanish?	Personal/Business Address	Phone	Fax	Email

Submit to: registrar@nccer.org or fax to 386.518.6255.