



# Getting Started Checklist

## 5 Easy Steps to Becoming a Valued Whitener Group Client

1. Select a Site Coordinator to oversee the testing administration at your location. Site Coordinators act as The Whitener Group liaison to carry out the needed services for the site. For more information, download and print a copy of the Coordinator Reference Guide located in the “Resources” section at <http://www.whitenergroup.com>.

2. Print a copy of our **Testing Agreement** located in the “Forms” section of [www.whitenergroup.com](http://www.whitenergroup.com). Complete and fax the agreement The Whitener Group at 231-796-4699. Once received, an account will be created for your site. Site Coordinators will receive email notification containing account information.

3. Whitener Group clients must review standardized assessments prior to administration to ensure a match with the needs of your testing program. Assessment blueprint are available for all standardized test titles in the “Assessment Blueprints” section of [www.whitenergroup.com](http://www.whitenergroup.com). Blueprints provide competency and task lists as well as percentage breakdown and administration information. Complete and fax an **Application for Test Review** to The Whitener Group at 231-796-4699. The Whitener Group will ship the assessment materials selected by your site for review.

4. Once an assessment has been reviewed and it has been determined that the test meets the needs of the testing program, a **Certification of Test Validity** statement must be signed and faxed to The Whitener Group prior to placing an order. Validity statements are kept on file, so this process need only be completed once per assessment.

5. Once The Whitener Group has a **Certificate of Test Validity** on file you are ready to submit an **Order Form**. The order form is available in the “Forms” section of <http://www.whitenergroup.com>.