



ORDER FORM

500 N. Bronson Ave., Big Rapids, MI 49307
 1-800-334-6283 FAX: 231-796-4699
 www.whitenergroup.com

Complete all requested information. Incomplete order forms **will** result in order delays. Refer to Page 2 for detailed instructions.

Order Date: _____

Test Date: _____
 (for multiple test dates, use earliest date)

Site Code: _____

Option for Online Testing **ONLY**

Scores will **not** be displayed to the participant at the end of the assessment unless you check the box below.

Yes, Display score to test taker

BILL TO	SHIP TO (if different)
Company/Institution:	Company/Institution:
ATTN:	ATTN:
Address:	UPS Address:
City/State/Zip:	City/State/Zip:
Telephone: ()	Telephone: ()
E-Mail:	E-Mail:
<p>*Online Orders REQUIRE a PO or Credit Card*</p> PO #: _____ Credit Card Information (Please check the appropriate card): __American Express __Discover __MasterCard __Visa Card #: _____ Exp Date: ____ Card Verification Security Code: ____	All orders are shipped UPS Ground unless otherwise specified. If express shipping is needed, please contact The Whitener Group to confirm availability. ____Ground ____ 2 nd day air ____NDA



****PLEASE NOTE****

Any change to "BILL TO", "SHIP TO" or test coordinator information requires completion of a new Testing Agreement. The Testing Agreement form can be found on our web page at www.whitenergroup.com.

Instructions for Assessment Orders

Requirements:

1. Completed signed Testing Agreement must be on file with The Whitener Group containing the **current** site information.
2. Site Coordinators **MUST** review the Site Coordinator Reference Guide/Online Systems Guide and oversee the ordering of assessments.

Place Your Order:

The following steps should be taken to insure a timely and accurate delivery of testing materials:

1. Complete **ALL** fields on the order form.
2. All online orders require a purchase order or credit card information to process.
3. Submit your order by one of the following methods:
 - Mail: The Whitener Group, 500 North Bronson, Big Rapids, MI 49307
 - FAX: 231-796-4699

Online Multiple-Sessions:

Job Ready assessments can be administered in multiple-sessions which consist of two 90 minute or three 60 minute sessions. This option **MUST** be designated at the time of order.

Return Policy (effective 9/1/09)

Paper/Pencil Orders

Credit will be granted ONLY if the booklet is unused, sealed and accompanied by an unused (blank) answer sheet and returned within 180 days of receipt. The handling fee is \$7.00 per booklet (written and performance combination handling fee is \$14.00).

Online Orders

Unused online test user codes may be returned for credit within 180 days of issue. User codes are required to ensure proper credit. Unused performance booklets must be returned when requesting refunds for user codes purchased as a written/performance set. The handling fee is \$5.00 per user code (written and performance combination handling fee is \$10.00).

All returns must be accompanied by a completed Request for Return for Credit form (may be downloaded from the Client Services Center). Your site code and invoice number will be required. **All** returns are subject to a handling fee. Please refer to the complete Return Policy on the Client Services Center. Please contact a NOCTI/Whitener Group representative at 1-800-334-6283, extension 234.

****REMINDER****

Always check the List of Materials, Tools and Equipment prior to test administration for a list of all necessary supplies and resources for both written and performance tests. The List of Materials, Tools and Equipment can be found on the Client Services Center in the Resources section.

JOB READY

Test #	Assessment Title	Paper/Pencil Assessments		Online Assessments			
		# of Multiple-Choice Tests	# of Performance Tests	# of Multiple-Choice Tests	# of Performance Tests <i>(Ratings must be entered in online system)</i>	# of Sessions (Enter 1, 2 or 3) <i>**Refer to Instructions on Page 2**</i>	Test Date
1037	21 st Century Skills for Workplace Success		<i>n/a</i>		<i>n/a</i>		
3000	Accounting – Basic						
3900	Accounting – Advanced						
4001	Administrative Assisting						
4019	Advertising and Design						
2102	Agriculture Mechanics						
3018	Apparel & Textiles Production & Merchandising						
3004	Architectural Drafting						
3005	Audio-Visual Communications Technology						
4008	Automotive Technician Advanced						
4009	Automotive Technician Standard						
4109	Automotive Technician Core						
2011	Building Construction Occupations						
3012	Building Trades Maintenance						
3013	Business Information Processing						
3014	Cabinetmaking						
3973	CAD						
3073	CAD/CAM						
4015	Carpentry						
4006	Collision Repair						
3083	Collision Repair/Refinishing Technology						
4020	Commercial Foods						
3414	Computer Networking Fundamentals						
4023	Computer Programming						
3415	Computer Repair Technology						
4022	Computer Technology						
3025	Construction Masonry - Block						
3125	Construction Masonry - Brick						
3225	Construction Masonry - Stone						

JOB READY

Test #	Assessment Title	Paper/Pencil Assessments		Online Assessments			Test Date
		# of Multiple-Choice Tests	# of Performance Tests	# of Multiple-Choice Tests	# of Performance Tests <i>(Ratings must be entered in online system)</i>	# of Sessions (Enter 1, 2 or 3)	
						Refer to Instructions on Page 2	
3082	Cosmetology						
3081	Criminal Justice						
4036	Culinary Arts Prep Cook Level 1						
4136	Culinary Arts Cook Level 2						
4026	Dental Assisting						
4027	Diesel Technology						
3016	Early Childhood Care and Education						
4030	Electrical Construction Technology						
2031	Electrical Occupations						
4035	Electronics Technology						
2034	Electronics						
4049	Floriculture						
4949	Floriculture - Greenhouse						
3037	Forestry Products and Processing						
3038	General Drafting and Design						
4142	Graphic Communications Technology						
3043	Health Assisting						
3046	Heavy Equipment Maintenance Repair						
3048	Home Health Aide						
3149	Horticulture - Landscaping						
3249	Horticulture - Olericulture & Pomology						
2079	Hospitality Mgmt. – Food & Beverage						
2080	Hospitality Mgmt. - Lodging						
3045	HVAC						
3064	HVAC-R						
2050	Industrial Electricity						
2051	Industrial Electronics						
2074	Industrial Maintenance Mechanic						
1032	Interior Decorating & Design		<i>n/a</i>		<i>n/a</i>		

JOB READY

Test #	Assessment Title	Paper/Pencil Assessments		Online Assessments			Test Date
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2071	Logistics Technology/Distribution Center Services						
2084	Manufacturing Technology						
4055	Medical Assisting						
4058	Nursing Assisting						
4061	Plumbing						
4062	Practical Nursing						
2475	Pre-Engineering/Engineering Technology						
4052	Precision Machining						
2063	Production Agriculture						
1480	Protective Services						
3010	Retail Commercial Baking						
4053	Retail Trades						
3068	Small Engine Technology						
4054	Technical Drafting						
2427	Television Production						
2425	Visual Communications and Multimedia Design						
4072	Welding						
2150	Wind Turbine Technician						
3033	Workplace Readiness		<i>n/a</i>		<i>n/a</i>		
1100	Career Skills (Workplace Readiness for Middle School)		<i>n/a</i>		<i>n/a</i>		
	TOTAL						

INDUSTRIAL

Test #	Assessment Title	Paper/Pencil Assessments		Online Assessments	
		# of Written Tests	# of Performance Tests	# of Written Tests	Test Date
632	Die Making		n/a		
633	Electricity/Electronics		n/a		
634	Electrical/Electronics Maintenance		n/a		
635	General Industrial/Mechanical		n/a		
647	General Maintenance		n/a		
636	General Technical Skills		n/a		
637	Industrial Maintenance Technician		n/a		
638	Instrumentation and Control		n/a		
662	Industrial Mechanic		n/a		
650	Instrumentation and Electrician Technician		n/a		
639	Lead Maintenance		n/a		
640	Machine Repair		n/a		
648	Maintenance		n/a		
657	Maintenance Mechanic		n/a		
658	Maintenance and Repair Mechanic		n/a		
480	Maintenance Technician		n/a		
481	Manufacturing Technician		n/a		
649	Master Machine Repair		n/a		
661	Mechanical Systems		n/a		
663	Mechanical and Fluid Power Maintenance		n/a		
664	Mechanical Maintenance		n/a		
669	Pipefitter		n/a		
670	Toolmaker		n/a		
	TOTAL				

EXPERIENCED WORKER

Test #	Assessment Title	Paper/Pencil Assessments		Online Assessments		
		# of Written Tests	# of Performance Tests	# of Written Tests	Test Date	Multiple Sessions (Enter 2 or 3) <i>**Refer to Instructions on Page 2**</i>
0136	Advertising and Design					
0256	Air Cooled Gas Engine Repair					
0212	Architectural Drafting					
0249	Audio-Visual Communication Technology					
0303	Automotive Technician					
0067	Building And Home Maintenance Services					
0242	Building Construction Occupations					
0125	Building Trades Maintenance					
0124	Cabinet Making and Millwork					
0207	Carpentry					
0302	Collision Repair					
0138	Collision Repair/Refinishing Technology					
0028	Computer Programming					
0226	Computer Technology					
0222	Cosmetology					
0004	Diesel Engine Repair					
0152	Diesel Mechanics					
0360	Drafting Occupations					
0261	Electrical Construction					
0181	Early Child Care & Education					
0208	Electrical Installation					
0047	Electromechanical Technology					
0253	Electronics Technology					
0137	Graphic Imaging Technology					
	TOTAL					

Experienced Worker assessments are not available for online administration.

Test #	Assessment Title	Paper/Pencil Assessments		Online Assessments		
		# of Written Tests	# of Performance Tests	# of Written Tests	Test Date	Multiple Sessions (Enter 2 or 3) <i>**Refer to Instructions on Page 2**</i>
	EXPERIENCED WORKER					
0169	Heavy Equipment Mechanics					
0147	Hospitality Mgmt.-Food & Beverage Option					
0146	Hospitality Mgmt. - Lodging Option					
0144	HVAC					
0206	HVAC/R					
0214	Industrial Electrician					
0216	Industrial Electronics					
0076	Industrial Technology					
0209	Masonry					
0062	Metalworking Occupations					
0135	Painting and Decorating					
0110	Plumbing					
0220	Precision Machining					
0117	Quantity Food Preparation					
0255	Quantity Foods					
0259	Retail Commercial Baking					
0045	Retail Trades					
0211	Sheet Metal					
0039	Technical Drafting					
0240	Tool and Die Making					
0121	Welding					
	TOTAL					

Experienced Worker assessments are not available for online administration.

Evaluator Guides are specific to each performance test and are not to be confused with Proctor Guides. The Whitener Group will send 1 Evaluator Guide for every 5 performance tests ordered. (If ordering less than five performance booklets, you will be sent one evaluator guide.) Additional evaluator guides may be requested for \$3.00/each. Please use the space below to order additional evaluator guides. If additional space is needed, please attach a separate sheet listing the test code, assessment title and quantity requested.

Pricing: \$3.00 Per Additional Evaluator Guide		
Test #	Assessment Title	Quantity Requested
	TOTAL	