



Testing Facilities

APPLICATION & REQUIREMENTS

PLEASE MAIL or FAX APPLICATION to

ADDA
105 East Main Street
Newbern, Tennessee 38059

Telephone 731-627-0802

Fax 731-627-9321



**American Design Drafting Association
BOARD POLICY 2003-10B**

Issued by Directive of the Board of Directors
October 17-18, 2003 Board Meeting in Nashville TN

AUTHORIZED TESTING SITE CLASSIFICATION

In order to clarify the ADDA criteria for testing facilities the Board of Directors have placed the following as requirements. The ADDA requires testing to be delivered in a condition and atmosphere that will be to the best interest of the tester and the Association.

It shall be against the ADDA code of ethics for any facility to administer the test without meeting the following criteria for testing facilities. It shall also be noted that any facility presenting or promoting the facility as an ADDA Authorized Testing Site shall have received that classification from the ADDA National Office and shall display the certificate in a notable and viewable location.

RECOGNIZED TESTING SITE CLASSIFICATION

1. The facility must have an ADDA certified curriculum or the Proctor must be a Certified Drafter classification in the test given
2. The facility must have adequate space to administer the test.
3. The facility must have financial capabilities to purchase the test prior to the test date and provide return postage to deliver the test.
4. If administrating the "on-line electronic" test, the facility must have adequate computers, networking, web access, and space to meet the ADDA requirements.

ADDA shall require written and documented proof of each area listed above prior to issuing a **AUTHORIZED TESTING SITE** classification to the institution. ADDA will require each institution to recertify the facility every two years. It shall be the requirement of the facility administrator to notify ADDA Corporate Office in writing for any variations or changes in the materials supplied at the time of certification.



**American Design Drafting Association
BOARD POLICY 2003-10C**

Issued by Directive of the Board of Directors
October 17-18, 2003 Board Meeting in Nashville TN

CERTIFIED TESTING CENTER CLASSIFICATION

The facility must meet the criteria for the “Testing Center Classification” plus the following criteria.

It shall be against the ADDA code of ethics for any facility to administer the test without meeting the following criteria for testing facilities. It shall also be noted that any facility presenting or promoting the facility as an ADDA Authorized Testing Site or Certified Testing Center, shall have received that classification from the ADDA Corporate Office and shall display the certificate in a notable and viewable location.

1. The facility must have a Certified Curricula Program
2. The facility must hold current Institutional Membership
3. The proctor must be a Certified Drafter or an ADDA Certified Presenter
4. The facility must have adequate space to administer the test.
5. The facility must have financial capabilities to purchase the test prior to the test date and provide return postage to deliver the test.
6. If administrating the “on-line electronic” test, the facility must have adequate computers, networking, web access, and space to meet the ADDA requirements.
7. The facility shall have the following capabilities:
 - a. ADA Accessible
 - The entire facility must meet the current requirements of the American’s with Disabilities Act.
 - b. Language
 - The facility must have at it disposal, personnel or consultants who have the ability to translate technical information from English to Spanish or other language that is used as a second language within their coverage area.
 - c. Hearing Impaired Capabilities
 - Facility must have equipment used in the amplification of voice and sound for the purpose of direction and instruction. This can be a portable of permanently installed system.
 - Facility must have at its disposal, personnel or consultants who have the ability to translate technical information in the form of sign language.
 - d. Reading Impaired Capabilities
 - Facility must have at its disposal, personnel or consultants who have the ability to translate technical information in written and visual from to individuals, which are visually impaired.
 - This may require a separate space where the test material can be projected to a larger scale and assist the applicant in filling in the answer on the printed Scantron card.

ADDA shall require written and documented proof of each area listed above prior to issuing facility certification to the institution. ADDA will require each institution to recertify the facility every two years. It shall be the requirement of the facility administrator to notify ADDA Corporate Office in writing, for any variations or changes in the materials supplied at the time of certification.



APPLICATION
FOR
CERTIFIED TESTING CENTER
Or
AUTHORIZED TESTING SITE

Directions for submitting application for Certified Testing Center or Authorized Testing Site
Provide Information in a 1" capacity 3-ring binder

Binder to be Red (if applying for Certified Testing Center)

Binder to be Blue (if applying for Authorized Testing Site)

Binder to have Clear Pouch on Front and Spine

School Name to Appear on Spine

Optional Graphics on Front (School Photo, graphics, etc)

Binder shall have 10 Tabs, numbered 1-10 and shall include the information listed below. If
applying only for the Testing Site Classification provide Non-Applicable under that tabbed section.

TAB -1 APPLICATION

Place this entire application containing all application information in this section

Name of School or Facility _____

Address: _____
Street City State Zip

Administration: ___ Privately ___ State Supported ___ Community Operated
___ Church Operated ___ Other: _____

Level Applying for: ___ Authorized Testing Site ___ Certified Testing Center

SUBMISSION (Instructor, Teacher, Department Head, or Program Director)

Submitted by: _____
Name Position

Submitters Address _____
Street - P.O. Box City - State - Zip Code

Submitters Telephone Number _____ Extension _____

Submitters Fax Number _____

Submitters Email Address _____

TAB -2 QUALIFICATION

School Accrediting Organization: _____
Provide documentation

Do you have Certified Curriculum _____ If yes, provide copy of curriculum certification certificate.

Who will be the proctor or proctors of the test. _____

Is the proctor a Certified Drafter or other trained engineering / architectural professional ? _____

If yes attach a copy of their active Certificate.

If no, what is the Proctor's qualifications or background in the Design Drafting Field (attach documentation or resume)

TAB -3 TESTING CRITERIA

Number of Test Given during one Test Period _____ Number of Test Given Annually _____

Where would a written test be administered _____
Supply digital photographs

Where would a electronic test be administered _____
Supply digital photographs

Do you have ability to deliver the test electronically via the World Wide Web _____?

Number of Computer Stations available that are web connected in one location _____
Supply digital photographs

Number of students enrolled in current drafting or design program _____

Average number of graduates per year _____

TAB -4 ADMINISTRATIVE INFORMATION

ADMINISTRATION (Superintendent of Schools, Chair of Education Board, or other Authoritative Board)

Administrative Head: _____
Name Title

Administrators Address _____
Street – P.O. Box City - State - Zip Code

Administrators Telephone Number _____ Extension _____

Administrators Fax Number _____

Administrators Email Address _____

Would the administrative head administer the test? _____

CERTIFIED TESTING CENTER CRITERIA

Tabs 5-8 are to be submitted only if the facility is applying for the Certified Testing Center Classification. **If you are not applying for Certified Testing Center Classification** please insert the following statement. “THIS SECTION – INTENTIONALLY LEFT BLANK” provide name and signature on this page. **Continue application process under “Tab -9**

TAB -5 ADA ACCESSIBILITY

- Provide a floor plan and site plan (11 x 17) which shall indicate the location of the testing areas and location of handicapped accessible parking and entrances.
- Provide Digital Photographs 3” x 5” (2 per page) of the facility exterior, handicapped parking areas, ADA accessible entrances, toilet facilities, and other areas that are required under the Americans with Disability Act.

TAB -6 LANGUAGE REQUIREMENTS

- The facility must have at it disposal, personnel or consultants who have the ability to translate technical information from English to another form of spoken communication that is used as a second language within the facility’s coverage area.
- Provide written documentation of the second language(s) used in the geographic location of the facility.
- Provide a resume of qualifications of the person or persons which will be used
- Provide a digital photograph of the person or persons

TAB -7 HEARING IMPAIRED REQUIREMENTS

- Facility must have equipment used in the amplification of voice and sound for the purpose of direction and instruction. This can be a portable or permanently installed system.
- Provide Digital Photographs of this equipment used for the hearing Impaired.
- Facility must have at its disposal, personnel or consultants who have the ability to translate technical information in the form of sign language.
- Provide a resume of qualifications of the person or persons which will be used.
- Provide a digital photographs of the person or persons

TAB -8 READING IMPAIRED REQUIREMENTS

- Facility must have at its disposal, personnel or consultants who have the ability to translate technical information in written and visual form to individuals, which are visually impaired.
- This may require a separate space where the written test material can be projected to a larger scale and assist the applicant in filling in the answer on the printed Scantron card.
- This may require projection of the electronic test where it can be viewed in a larger format by use of a VGA - XGA type projector, for individuals who need visual assistance
- Provide digital photographs of the reading impaired testing area
- Provide digital photographs of the projection equipment.

CERTIFIED TESTING CENTER CRITERIA

Tabs 5-8 are to be submitted only if the facility is applying for the Certified Testing Center Classification. **If you are not applying for Certified Testing Center Classification** please insert the following statement. “THIS SECTION – INTENTIONALLY LEFT BLANK” provide name and signature on this page. **Continue application process under “Tab -9**

ADDA requires written and documented proof of each area listed under Tabs 5-8 above prior to issuing facility certification to the institution.

ADDA will require each institution to recertify the facility every two years.

It shall be the requirement of the facility administrator to notify ADDA Corporate Office in writing, for any variations or changes in the materials supplied at the time of certification.

TAB -9 TEST REVIEW CRITERIA

Will the school or facility offer test reviews prior to the test date? _____

Will the assigned proctor or proctors be administering the test review? _____

If no, who would administer the test review? _____

Is the assigned proctor or proctor or administer a certified ADDA presenter? _____

Does the school offer the ADDA Test Review Guides for sale to the test participants? _____

Does the school have a VGA – XGA Projector for presentation use? _____ (provide digital photograph)

Would the review be held in a classroom setting? _____ (provide digital photograph)

Would the review be held in an assembly setting? _____ (provide digital photograph)

Would work and writing areas be available to attendees? _____ (provide digital photograph)

TAB -10 TEST SITE & TESTING CENTER AGREEMENT

Note: ADDA Authorized Test Site and Certified Testing Center classification is valid from date of approval until (2) years from the date of issue. It shall be the responsibility of the facility to recertify prior to the expiration date. ADDA will not issue recertification notices to any authorized testing sites or certified testing centers.

ADDA will list the facility upon our website under the acquired classification, and shall remain until the facility has re-classified, suspended, or time has lapsed.

Under this agreement, the facility and all faculty or personnel agree that the information provided within the submission is true and correct. It is understood that ADDA or any authorized personnel from the ADDA corporate office reserves the right to site visit and inspect without prior notification.

The facility shall have the authority to advertise, promote, and publish the test site classification. The facility shall abide by the rules and regulations set forth by the ADDA Constitution and By-Laws, the ADDA Code of Ethics, and any policies or procedures set forth by the board of directors. ADDA hold the right to suspend classification upon notification of the Corporate Office for violation of any non-acceptable action of the facility, its employees or representatives.

Upon termination, the facility shall immediately suspend using, promoting, advertising, or publishing any criteria that reflect this testing site classification.

The facility and its employees and representatives agree not to duplicate, copy, or reprint any test, review guide, review materials, presentation materials, or electronic materials supplied to or purchased from ADDA.

All ADDA products and materials are copyrighted under law and shall not be duplicated without the written consent of the ADDA Corporate Office authorized personnel.

VERIFICATION OF REQUIREMENTS

I hereby verify that all requirements for Testing Facility Classifications, as set forth by the American Design Drafting Association, have been fulfilled to the best of my knowledge; the attached application and data are submitted for the Association's Testing Facility Committee to review and approval.

Print Name _____ Signed: _____
School Official School Official