

## Test Site Application/Information Form

**Deadline for submission: November 1** for tests to be given from **January through June.**  
**May 1** for tests to be given from **July through December.**

**(Please make sure ALL information is completed)**

1. Location of Examination:

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Room Number or Name: \_\_\_\_\_

3. Day and Date of Examination:

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

4. Test Administrator: **(Please provide summer mailing address if applicable.)**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

**(No PO Box)**

City, State & Zip \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Approximate date and time of departure from school or home to the conference:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
Signature (State Certification Coordinator or Executive Director or State Liaison)

**Return to:**

Fran Flannery, NIAAA, 9100 Keystone Crossing, Suite 650, Indianapolis, IN 46240, Fax: 317.587.1451

## **Guidelines for Hosting State Test Sites**

The NIAAA Certification Committee supports the idea of a national test available in as many forums as possible (such as at state and sectional meetings) in addition to the test administered at the National Conference.

### **Process for State site CAA test administration:**

1. Identify the Certification Coordinator in your state responsible for communication test dates and sites to Fran Flannery at the NIAAA office.
2. A site application and date must be submitted by **November 1** of each year for tests to be given from **January through June**, and by **May 1** of each year for tests to be administered from **July through December**.
3. The NIAAA office must be notified immediately of any test date or site changes.
4. The test must be administered by a Certified Test Administrator.
5. Test materials will be sent to the Certified Test Administrator via UPS approximately three weeks prior to the test date.
6. Upon the completion of the exam, all test materials should be immediately returned to the NIAAA office by UPS or Fed Ex.
7. Should an emergency arise, the state Certification Coordinator with the permission of the NIAAA Executive Director (or designee) may establish an alternate procedure.
8. If a non NIAAA affiliate requests a site, the NIAAA Certification Committee will develop specific details for test administration. All test site expenses will be paid for by the requesting organization.
9. Certified Test Administrators must strictly adhere to the approved “Instructions for Administering the CAA Examination”.