

NOTICE TO ALL SCHOOLS CLASSIFIED AS TESTING SITES

**ADDA IS REQUIRING ALL SCHOOLS TO PROVIDE
NEW TESTING SITE PACKAGES & BINDERS**

THE NEW REQUIREMENTS ARE EFFECTIVE SEPTEMBER 01, 2004

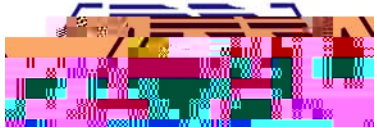
Testing Facilities

APPLICATION & REQUIREMENTS

NOTICE TO ALL TESTING FACILITIES

**Effective October 2005 ADDA will require all schools
to administer the professional certification on-line.**

Due to individuals having certain physical disabilities ADDA will make exceptions for



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

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

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)

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

Administrative Head: _____
Name Title

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

Would the administrative head administer the test? _____

CERTIFIED TESTING CENTER CRITERIA

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 its 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.
- 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

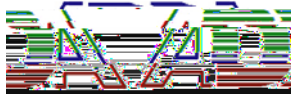
- Facility must have equipment used in the amplification of voice and sound for the purpose of direction and instruction. This can be a portable or permanently installed system.
- Provide Digital Photographs of this equipment used for the hearing Impaired.
- Facility must have at its disposal, personnel 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.

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.

TAB-9 TEST REVIEW CRITERIA



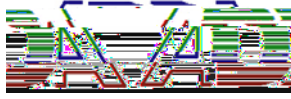
**American Design Drafting Association
BOARD POLICY 2003-10C**

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



American Design Drafting Association
BOARD POLICY 2003-10B

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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.



ADDITIONAL PROGRAMS

The American Design Drafting Association has many programs that are of interest to educational institutions and facilities. These programs are designed to support and encourage students and instructors to become more involved in the training and learning process on a larger scale.

The _____ on ADDA's _____ (