



HOST APPLICATION

Must be submitted at least four months prior to test date

A minimum of **5** examinees is required to host an NNCC examination

CHAPTER/FACILITY NAME _____

ADDRESS _____

ANNA CHAPTER # (if applicable) _____ DATE OF EXAM _____

TIME OF EXAM (check one) 8:00 am – 12:30 pm 8:00 am – 11:30 am (CCHT)
 12:30 pm – 5:00 pm 12:30 pm – 4:00 pm (CCHT)

CONTACT PERSON _____

HOME PHONE _____ WORK PHONE _____ EMAIL _____

ALTERNATE CONTACT _____ DAYTIME PHONE _____

EXAM(S) TO BE GIVEN: CNN-NP CNN CDN CCHT
 (For the convenience of our test takers, please consider hosting all four examinations)

WOULD YOU LIKE THIS INFORMATION POSTED ON THE NNCC WEBSITE? YES NO

****DUE TO THE INFLUX OF TECHNICIANS HOPING TO SIT FOR THE EXAM- TEST SITES UNABLE TO ACCOMMODATE 50 OR MORE SEATS CLASSROOM STYLE CAN NOT BE POSTED ON THE NNCC WEBSITE.****

EXAM LOCATION

◆ FACILITY _____ PHONE _____

◆ BUILDING NAME _____ ROOM # _____

◆ EXACT ADDRESS _____

street

city

state

zip

WHAT IS THE MAXIMUM NUMBER OF PEOPLE THIS FACILITY CAN ACCOMMODATE?

Classroom-style seating (every other desk) _____ / Maximum Capacity (every desk used) _____

Please submit the names and contact numbers for two (2) local facilities, such as a high school college/university, testing center, or tutoring center.

1) _____ (_____) _____

2) _____ (_____) _____

(Should be contact person or alternate contact person)

SUBMITTED BY: _____

Print name

signature

date

If an applicant's religious observance prohibits he/she from taking the test on a Saturday, the applicant may request an alternate test date. The applicant must submit a completed application form, an additional \$50 administrative fee, and a verification letter confirming the applicant's affiliation with a recognized religious body that observes its Sabbath on Saturday. The letter must be submitted on letterhead from the religious organization and signed by a minister, priest, or rabbi.

\$200 Hosting Fee Payable to NNCC Must Accompany Application

NEW

NNCC HOSTING CRITERIA

- ◆ An ANNA chapter, ESRD Facility or Corporate Dialysis Provider must host the examination. Decisions regarding the test site will be made pending approval by the commission
- ◆ An individual must serve as the coordinator and contact person. A second person should be available as back-up in case the coordinator is not available.
- ◆ An examiner and proctor will be assigned by the testing agency (CNET). The examiner has complete responsibility for the administration and security of the test and should not delegate that responsibility to any other person. Note that no person is permitted to look at the test question except the applicants for certification who are admitted to the test site. **A deposit of \$200 payable to NNCC is required for the hosting fee and must accompany the application.** This fee will be refunded if 10 or more candidates take the examination, (minus \$50 processing fee).
- ◆ **Thirty days prior to the scheduled examination date, if fewer than 5 candidates are registered, the examination will be cancelled and the application fee (minus \$50 processing fee) will be refunded. If an applicant whose site has been cancelled wishes to reschedule at a later date, the applicant must submit a new host application accompanied by a \$200 hosting fee.**
- ◆ The host is responsible for securing a location in which the examination can be administered and must provide an exact address when submitting the application. The room should be set classroom style, which allows for placement of examinees at every other seat.
- ◆ The host will select the hour of the examination allowing 30 minutes for exam instruction and four hours for the examination (three hours for the CCHT examination only). Candidates are instructed to arrive 30 minutes before the examination for check-in. If possible, plan for the afternoon testing to allow those from out-of-town to travel in the morning.

****NOTE: PLEASE REFRAIN FROM SCHEDULING AN EXAM WITHIN 2 WEEKS OF THE LOCATION EXAMINATION DATES IN THE SPRING AND FALL ****

Mail to: NNCC National Office
East Holly Avenue, Box 56
Pitman, NJ 08071-0056