



For California MA + PT
Candidates ONLY

Multiskilled Medical Certifications Institute, Inc.

7007 College Boulevard, Suite 705
Overland Park, KS 66211
Phone 800-875-4404; Fax 913-498-1243
Office Hours M-F 8:30am-5:00pm CST
www.ncctinc.com

Test Information

- Online Exam
- Paper Exam

Test Site Number (#) _____

Test Date _____ (mo/day/yr)

Important: Any application to test or request to reschedule MUST be received 2 weeks before the requested test date.

2010 Certification ...Step by Step

1 Tell us who you are: (Please Print in Ink)

Last Name _____ First Name _____ MI _____

Social Security # _____ Date of Birth (mo/day/yr) _____

Address _____ Apt # _____ City _____ State _____ Zip _____

Email _____ Home Phone _____ Work / Cell _____

2 Tell us about the certification exam you want to take:

A. Which exam do you want to take? Medical Assistant Phlebotomy Technician

B. Which format do you want to use? Online Exam Paper Exam

C. Are you a student of a program in a facility (school or hospital) that is also an MMCI test site?

____ **If Yes:** Ask your MMCI Exam Coordinator to complete the Test Information box in the top right corner of this page.

____ **If No:** Call us at 800-875-4404 to get your test site information and enter it below. You will need to have this information before you move to step 3.

Name of Test Site _____ Location (city, state) _____ Test Date _____

D. Are you an instructor? Yes No If Yes, where _____ Courses _____

3 Cost? Are you currently a student or a recent graduate (within 6 months) of a program preparing you to take this exam?

If Yes: Your fee is \$90. We will confirm enrollment.

If No: Your fee is \$135.

How do you want to pay? Check Money Order MasterCard Visa (At this time, we accept only MasterCard & Visa credit cards.)

Credit Card Number _____ - _____ - _____ - _____ Exp Date _____ / _____

Cardholder Signature _____

Cardholder Name _____ (only if different from applicant)

Cardholder Address _____ (only if different from applicant)

Cardholder City, State _____ Zip _____ (only if different from applicant)

MMCI USE ONLY

AMT _____

DATE _____

CK/MO# _____

4 What documents do I need to send for approval to take your certification exam? Answer these questions.

A. Are you a **current student in an approved program*** in the discipline in which you are seeking certification?

_____ **Yes:** If you are currently attending an approved program in a school/facility that is one of our test sites, we will permit you to test without sending your documentation with your application, but you must send it to us **as soon as you graduate**. At that time, send us a copy of your diploma. In addition, phlebotomy candidates should send us a completed/signed copy of the “Documentation Form: Phlebotomy Draws CA” which can be found on www.ncctinc.com under the Forms/Documents tab.

B. Are you a **graduate of an approved program*** in the discipline in which you are seeking certification?

_____ **Yes:** If you have already graduated from a program, send in a copy of your diploma with this application. In addition, phlebotomy candidates should send us a completed/signed copy of the “Documentation Form: Phlebotomy Draws CA.” You can download it from www.ncctinc.com under the Forms/Documents tab. Our Testing Department will contact you by email or mail as soon as we approve you to test.

C. Do you want to take our certification exam **based upon your experience in the field** (i.e. you did not attend a program)? If yes, check the test you are applying to take.

_____ **MA: For Medical Assistants:** Send us evidence of 2 years of full time MA employment (or the part time equivalent) by having the physician who supervised your work write a letter on company letterhead with your dates of employment and your specific job duties and title. We may contact your reference for verification. Our Testing Department will contact you when you are approved.

_____ **PT: For Phlebotomists:** We are sorry, but you cannot take our PT test based only on experience in California. You cannot work as a phlebotomist in CA unless you have graduated from an LFS-approved Phlebotomy Technician program, according to California state law. [Note: If you have at least 1040 hrs of documented experience, you are still required to complete a 20 hr. LFS approved Advanced Didactic course.]

Approved programs*: Ask your school/program if you do not know whether it is MMCI or NCCT approved.

Note: Our PT exam is a *national* certification that is recognized throughout the United States. It is also approved by LFS for use toward the California *state* certification as a CPT1, but the state of California has additional forms, fees, and requirements. To learn exactly what you must do to meet additional CA requirements after passing our national exam, go to:

<http://www.cdph.ca.gov/programs/lfs/Pages/default.aspx>

5 Demographic Data (Voluntary, for use by statisticians who evaluate exams to prevent bias)

Gender

- Male (M)
 Female (F)

Race

- African American (AA) Hispanic/Latino (HL)
 American Indian (AI) Caucasian (CA)
 Asian (AN) Other (OT)

Marital Status

- Single (S)
 Married (M)
 Divorced (D)

Notice of Non-Discrimination and ADA Accommodation: MMCI does not discriminate against any candidate based on race, creed, color, national origin, sex, religion, handicap, marital status, or age. MMCI will provide reasonable and appropriate test accommodations in accordance with the Americans with Disabilities Act (1990) for individuals with documented disabilities who request and demonstrate the need for accommodation. This request for accommodation must be made in writing at least 4 weeks prior to testing. Candidates may request a copy of the full policy by contacting MMCI directly or by downloading the form from the Forms/Documents Tab of the NCCT website at www.ncctinc.com.

6 Fees and Refund Policies

- Applicants must pay all required fees before testing; scores and certifications will not be released until fees are paid.
- Applicants who withdraw applications must do so within 7 days after receipt in our offices to receive a full refund.
- Applicants determined to be ineligible to test will be sent a refund of the exam fee, **minus a \$25 handling charge**.
- There is a **\$25 fee for any returned checks**.
- There is a **\$10 fee** for rescheduling an examination more than one time. It is charged for each subsequent reschedule.
- MMCI and NCCT are not responsible for expenses incurred by the applicant due to cancellation of a test session, location changes, time changes, testing site equipment malfunctions, or other such events/incidents.

7 Statement of Understanding, Consent, and Verification: Agreement and signature are required to test with MMCI

I understand and agree to all of the following as a condition of testing:

- That MMCI retains the **sole authority to make all final decisions** regarding eligibility and certification
- All published MMCI candidate policies, including the MMCI fee and refund policies
- That the liability of MMCI and its agents is limited to examination fees only
- That a minimum of 14 clock hours of MMCI approved Continuing Education will be required each year in order to maintain my national MMCI certification in an active status
- That the practice of some professions may be regulated in certain states and it is my responsibility to determine whether this certification meets my state requirements for practice before taking it
- That it is my responsibility to send MMCI all required documentation, that all documentation must be in English, and that no certification will be released unless all requirements have been met and all documentation is on file at MMCI.
- That I must submit my application, documentation and fees at least 2 weeks prior to the test date or there may be a delay in test site approval and assignment. I also understand that I should allow 2-4 weeks for processing exam results after testing.
- That only 3 lifetime attempts are allowed for testing in any single discipline. If I fail an exam, I must wait a minimum of 30 days before applying to retake it. Each retest requires a new application and payment of the full fee.
- That MMCI grounds for invalidation or recall of any MMCI certification may include, but are not limited to, the following:
 - Violation of any policies or procedures of MMCI, including its code of ethics
 - Failure to cooperate and/or reasonably assist with the investigation of any testing irregularity
 - Giving or receiving unauthorized assistance when taking an examination (e.g. cheating)
 - Permitting anyone other than yourself to take an examination with your identity
 - Violation of any laws relating to practice of the profession for which you are being tested
 - Falsifying anything related to test application or test admission processes, or falsifying documentation
 - Using fraud or deception to obtain certification or recertification of oneself or another by assistance
 - Unauthorized possession, distribution, or use of MMCI exams or test questions in any form
 - Any test irregularities that, in the professional judgment of MMCI, fall outside acceptable psychometric limits

I give MMCI the authority to do all of the following:

- To request necessary information from individuals, institutions, or organizations in order to validate my identity, documentation, education, background and/or other credentials
- To release my MMCI certification status (i.e. whether you hold certification) to any member of the public that requests it
- To release my certification exam score to my college, school or program (for Route 1 applicants)
- To release my photo for identification confirmation purposes
- To allow the use of my name for certification recognition purposes on the MMCI website(s)

I verify all of the following:

- That I am a U.S. High School graduate, or possess equivalent credentials (e.g. GED or Ability to Benefit)
- That I have never been convicted of, or plead guilty/no contest to, any felony offense. (Note: If you have, place an X over this bulleted statement and attach a full explanation with this application. Eligibility is determined on a case-by-case basis, provided that all information has been disclosed prior to testing. Failure to disclose felony status will result in permanent disqualification and/or revocation of any certification granted. MMCI reserves the right to do background checks at any time.)
- That I have personally completed my own application form and fully understand the contents. I declare, under penalty of perjury, that all the information I have provided in this application is true and that the signature below is my own.

Applicant Signature _____ **Date** _____

Turn over to finish →

8 You are almost finished!

Use this checklist to make sure you are ready to mail this application:

Attach
Photo Here

(Used for ID
Purposes)

Photo attached?

We need this for confirmation of your identity.

Did you include payment?

If not, go back to Section 3. Any checks should be made payable to MMCI. Please note that payments are processed as received, but processing payment does not guarantee approval. You must wait for written notification of approval before testing. If you are not approved, we will refund your payment minus the \$25 handling charge, as described.

Did you attach your diploma and/or other required forms?

If not, or if you have forgotten what is required, go back to Section 4.

Did you read and sign the Statement of Understanding, Consent, and Verification?

If not, go back to Section 7. Without a fully **completed** application and signature, you **CANNOT** be approved to test.

Ready to mail? Mail everything to MMCI at the address below. We cannot accept faxed applications.

MMCI
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How will you know when you are approved to test? How will you know where to go?

Applicants who are students at schools/programs that serve as test sites for us should contact their Exam Coordinators onsite. They will give you the test site, date, and time information you need. You will be pre-qualified by your Exam Coordinator and your name will be added to the test roster. Then, just wait for notification of approval by MMCI (as below).

All other applicants should call 800-875-4404 to get test location(s) and date(s). When you know where you will be testing, put this information on the lines in Part 2C of the application. To qualify to take this exam, we must have your completed application, all required documentation, and your payment in our offices. When we have everything we need, we can approve you to take the test. Make sure you send everything to us **at least 2 weeks before you want to test**, so that we have enough time to approve you for the date you choose. If not approved, the proctor will not allow you to test.

We will let you (**ALL APPLICANTS**) know when you are approved by:

- **Email** if you have a valid, confirmed email address; or
- **Regular mail** (U.S. Postal Service) if we do not have a valid email.
- Please do **NOT** call unless we have had your application for 2 weeks and you have not heard from us. If you call before that time, we will only be able to tell you that we are still processing it. The moment you are approved, we push a button--and the email or letter is sent instantaneously! We promise.
- **Do call us** if you are getting very close to your assigned test date and have not yet been approved.

If you have any other questions, please check our website at www.ncctinc.com!