Nursing Assistant Testing Registration Form

Testing Date: _____

☐ **Knowledge Only ($100)** ☐ **Skills Only ($160)** ☐ **Both Knowledge and Skills ($260)**

FIRST (LEGAL NAME) | | | | | | | | | | **MIDDLE** | | | | | | |

LAST NAME | | | | | | | | | | | | | |

Home Address _____ Daytime Phone _____

City _____ State _____ Zip Code _____

Email Address: _____

Date of Birth

[ ][ ] / [ ][ ] / [ ][ ]

Providing this information assists us in maintaining accurate records. Data will remain confidential.

Type of Candidate

☐ **Challenge**
☐ **Training within the last two year at**: _____

☐ **Training completion date:** _____

Payment $_____ *Make checks payable to ATCC or Alexandria Technical & Community College*

☐ **Cash**   ☐ **Check Number:** _____

☐ **VISA**   ☐ **MasterCard**   ☐ **Discover**

Card No: _____

Expiration Date: _____ / _____

Name on Card: _____

PLEASE do not email credit card information.
Call 320-762-4510 or 888-234-1313 to make payment arrangements.

☐ **Billing Information** *(Prior approval required)*

☐ **Pay First Attempt Only**   ☐ **Pay First Attempt + Retesting**

Contact Name: _____
Organization: _____
Billing Address: _____
City State Zip : _____
Phone #: _____
Email: _____

Policy
Alexandria Technical & Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited.

Email Addresses – Providing your email address will allow CTC staff to communicate with you via email. If appropriate, your email address may also be placed on a targeted email marketing list to profile upcoming classes, trainings, events, etc. offered by the Customized Training Department at Alexandria Technical & Community College. Email addresses are not distributed.

Cancellations – Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days. See at list of exceptions on our website: https://www.alextech.edu/programs/nursing-assistant/testing

Late Arrivals – ATCC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

No Shows – A no call, no show is an absence from the class without notifying the Customized Training Center. Refunds will not be issued for anyone registered for a class and does not show or attend.

Alexandria College is committed to an equitable, diverse, and inclusive environment.

ALEXANDRIA COLLEGE
Technical & Community
A member of Minnesota State