

Nursing Assistant Testing Registration Form

CUSTOMIZED TRAINING CENTER
Alexandria Technical & Community College
1601 Jefferson Street | Alexandria MN 56308
320-762-4510 | 888-234-1313 | Fax 320-762-4633
atcc-customized@alextech.edu

Testing Date: _____

- Knowledge Only (\$100) Skills Only (\$150) Both Knowledge and Skills (\$250)

FIRST (LEGAL NAME)

MIDDLE

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LAST NAME

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Home Address _____ Daytime Phone _____

City _____ State _____ Zip Code _____

Email Address: _____

Date of Birth

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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.

www.alextech.edu/customizedtraining • atcc-customized@alextech.edu • 320.762.4510 • An Equal Opportunity Employer/Educator • This document is available in alternative formats by calling 888.234.1222 ext. 4673 or 320.762.4673. Alexandria Technical & Community College is committed to legal affirmative action, equal opportunity, inclusivity, access and diversity of its campus community. www.alextech.edu/EEO

 **ALEXANDRIA COLLEGE**
Technical & Community

A member of Minnesota State