The Technology Foundations program is a requirement of the Tennessee Board of Regents to help students gain reading, math and occupational skills necessary to be gainfully employed.

Every full-time student enrolling in a program at TCAT Elizabethton (TCATE) will undergo a skill assessment. This assessment is usually conducted within the first week of enrollment following orientation. If students are found to be deficient in reading, math, or locating information skills are renewed in the foundations lab, one day per week, as part of their instructional day.

Each student will have an individual schedule developed to meet his/her learning objectives. The program is designed to upgrade these skills in order to improve performance on the job and to increase the quality of performance of students as they progress through their technical training program. Students may remain in this program until the desired basic skill levels are attained.

No student will be awarded a certificate or diploma by the Tennessee College of Applied Technology without first having passed the Technology Foundations program, a requirement of the Tennessee Board of Regents.

Tennessee College of Applied Technology

Testing Center

The Tennessee College of Applied Technology Elizabethton has partnered with several testing companies to offer testing and training solutions that utilize state-of-the-art, web-based curriculum and assessments.

Testing Center Hours

Monday, Tuesday, & Wednesday 8:00 am to 4:00 pm

Thursday 8:00 am – 8:00 pm

NOTE: The Testing Center is closed on student and staff holidays, and may be closed when students are not in session. School closures are noted on the yearly school calendar. Testing Center fees are subject to change.

Testing Center Contact

Lisa Blackburn

Phone: 423-342-3977

Fax: 423-547-2587

Lisa.Blackburn@tcatelizabethton.edu

Exams Offered

- **WorkKeys/ NCRC – National Career Readiness Certificate**
  - Builds confidence that skills meet the needs of employers.
  - Concrete proof of skill levels achieved.
  - Improves opportunities for career changes and advancement.
- **COMPASS – ACT Compass**
  - ACT Compass is a computer-adaptive college placement test that is utilized to evaluate incoming practical nursing student's skill levels in Reading & Pre-Algebra.
- **HiSET – The New High School Equivalency Test**
  - Educational Testing Service (ETS)
  - The Tennessee College of Applied Technology Elizabethton is an official High School Equivalency Test Center approved by the state.

- **ASE – National Institute for Automotive Service Excellence**
  - Prometric Internet-Based Testing (IBT) Center
  - Exams are segmented by sub-specialty such as automobile, medium/heavy truck, truck equipment, school bus, collision repair, and more. There are 40-plus exams available to discern the automotive service technician's knowledge of job-related skills.
- **NHA – National Healthcare Association**
  - Certified Phlebotomy Technician- CPT
  - Certified Medical Administrative Assistant – CMMA
  - Certified Electronic Health Record Specialist – CEHRS
  - Certified Billing & Coding Specialist – CBCS
- **ASE**
- **NOCTI**
- **ServSafe**

Testing Center General Policies

- Be sure your ID is current and valid. You will not be allowed to test without it. A list of acceptable IDs is found below.
- Enter and exit the testing center quietly as others may be testing.
- Lockers are available for personal belongings. Personal items are not accessible once an exam starts.
- **CELL PHONES AND/OR ANY TYPE OF ELECTRONIC DEVICE ARE NOT ALLOWED IN THE TESTING LAB. YOU WILL NOT BE ALLOWED TO ENTER THE TESTING LAB WITH THESE DEVICES.**

- Personal items such as backpacks, coats, notebooks, etc. are not allowed in the testing lab. There are lockers provided to store your personal items.
- Return all testing materials, including dry erase boards, scratch paper, pencils, calculators, etc., to the testing proctor.
- Test takers may not give or receive any unauthorized assistance to or from others during testing.
- Test takers are monitored during the testing process.
- Headphones are available at each computer station to reduce noise interference during computer testing.
- Talking is not allowed in the computer testing room.
- Talking is not allowed during any testing.
- Do not remove any written, printed, or recorded materials of the exam from the testing rooms.

Do not bring the following unauthorized items to the testing center:

- Food, beverages
- Electronic devices of any kind: pagers, headphones, mp3 players, cell phones, IPods, flash drives, PDAs, laptop computer, etc.
- Watches, optical readers, photographic or recording equipment.
- Jackets, coats, bulky sweaters, hats, scarves, sun glasses, purses, briefcases, backpacks.
- No Dictionaries, notes, notepads, special calculators, pencils, etc. are allowed in the testing room.
- Friends and relatives, including children, are not allowed in the testing center during testing.

Parking

Please do not park in the visitor, staff, or reserved parking places. You may park in the student parking lot in front of the administration building or in the back of the administration building. The entrance to the Testing Center is located at the back of the Administration building, Room 118. Please do not park in the handicapped parking places unless you have an appropriate handicapped license plate. If you come after 4:30 pm, please park in the back of the administration building. Testing room is on the left as you enter building. Those testing at night must bring exact amount of cash or check to pay.

Photo ID

Test Takers must show a photo ID before taking the test.
If the test taker does not have a photo ID, the test taker may not be allowed to take the test and may forfeit the exam fee.

Valid IDs for Testing Purposes:

A valid ID is one that has been issued by either of the following:

- State, Federal, or Foreign government

Valid IDs must be current and not expired at the time of testing.

Valid IDs must include the following:

- Color photo
- Date of birth
- Expiration date
- Signature
- Address

The following items ARE NOT VALID IDs:

- School ID
- Social Security card by itself
- Birth certificate by itself
- Membership cards
- Any ID that does not contain the required information

All exams are scheduled in advance. We do not do walk-in testing.

ADDITIONAL RULES SPECIFIC TO PARTICULAR EXAMS (These are in addition to the above listed rules):

COMPASS Testing

The COMPASS is a computer-based on-line test consisting of two parts: Mathematics and Reading. A minimum Reading score of 80 and a minimum Mathematics score of 50 must be achieved for consideration for admission into the Practical Nursing Program. Mathematics skills problems consist of basic mathematical concepts such as: decimals, fractions, percentages, number system conversions, and pre-algebra equations. Only the calculators that are provided are allowed. Scratch paper and pencils will be provided and must be returned to the test proctor before leaving the testing lab.

TUTORIALS:

- http://www.jjc.edu/services-for-students/academic-resources/academic-skills-center/Pages/compass-review-materials.aspx#mymathclass
- http://www.khanacademy.org/

COMPASS has online information and practice resources. They can be found at:

- http://www.act.org/compass/student/index.html
- http://www.act.org/compass/sample/
- http://www.testprepreview.com/
- http://www.compasstestprep.com

It is recommended that applicants complete the COMPASS well before the application deadline because test dates near the cut off dates tend to fill quickly.
Test results are valid for two years.

Testing Process, Registration, and Cost

Testing, at this time, is available on computer only. Full COMPASS must be taken on the first attempt. Test takers must pay a nonrefundable exam fee (cash, credit card, or money order) in advance to reserve a seat on the specified date in order to take the test. COMPASS fees are $15 for a full assessment of Reading and Math or full retake of Reading and Math. Students may retake a portion not passed after the initial full assessment. Each retake portion is $8 for a single section.

Once a test has been taken, there is a 30-day waiting period before a retest can be taken. This period may be longer depending upon the availability of testing at the test site. The tests may be repeated as often as the test taker desires but are limited to the 30-day wait period and the availability of the tests.

Testing Process

- Paper, pencil and a calculator are provided.
- Your results will print out in the testing center office and you will know your scores before you leave.
- If you pass and want to attend this school, you will be given an application to complete and leave at the testing center. You will also be given an information packet to take with you.
- If you do not pass the exam, you will have to wait 30 days to retake it.
- If you pass one of the two exams, you only have to take the one you did not pass.

Additional test dates may be added as needed. Test dates are subject to change without notice. Please call 423-342-3977 for more information.

Compass Test

Practical Nursing Class (Kingsport) starts January 2016 – the application deadline to apply is December 7, 2015

Practical Nursing Class (Elizabethton) starts May 2016 – the application deadline to apply is April 13, 2016

Compass Test Schedule

Date	Test Session	Time	Capacity
January 8, 2016	Session 1	12:30 PM – 4 PM	18
January 14, 2016	Session 1	4:00 PM – 8 PM	18
January 15, 2016	Session 1	12:30 PM – 4 PM	18
January 16, 2015	Session 1	8:00 AM – 12 PM	18
January16, 2016	Session 2	12:30 PM – 4 PM	18
January 22, 2016	Session 1	12:30 PM – 4 PM	18
February 5, 2016	Session 1	12:30 PM – 4 PM	18
February 11, 2016	Session 1	4:00 PM – 8 PM	18
February 12, 2016	Session 1	12:30 PM – 4 PM	18
February 19, 2016	Session 1	12:30 PM – 4 PM	18
February 20, 2016	Session 1	8:00 AM – 12 PM	18
February 20, 2016	Session 2	12:30 PM – 4 PM	18
February 26, 2016	Session 1	12:30 PM – 4 PM	18
March 4, 2016	Session 1	12:30 PM – 4 PM	18
March 17, 2016	Session 1	4:00 PM – 8 PM	18
March 18, 2016	Session 1	12:30 PM – 4 PM	18
March 19, 2016	Session 1	8 AM - 12 N	18
March 19, 2016	Session 2	12:30 PM – 4 PM	18
April 1, 2016	Session 1	12:30 PM – 4 PM	18
April 8, 2016	Session 1	12:30 PM – 4 PM	18
April 14, 2016	Session 1	4 PM - 8 PM	18
April 15, 2016	Session 1	12:30 PM – 4 PM	18
April 16, 2016	Session 1	8 AM – 12 N	18
April 16, 2016	Session 2	12:30 PM – 4 PM	18
April 22, 2016	Session 1	12:30 PM – 4 PM	18

WorkKeys/NCRC – National Career Readiness Certificate

Internet-Based WorkKeys Assessments & Costs

Foundational Skills Assessments	Cost
Reading For Information	$29
Applied Mathematics	$29
Locating Information	$29
Applied Technology	$29
Listening For Understanding	$34
Workplace Observation	$34
Business Writing	$34
Personal Skills Assessments	
Fit Assessment	$34
Performance Assessment	$34
Talent Assessment	$34

NCRC Testing is usually scheduled as follows:

1st & 3rd Mondays– 9 am – 12 n

2nd & 4th Tuesdays- 4 pm – 8 pm

Contact Lisa Blackburn at TCAT Elizabethton at 423-342-3977 or
Lisa.Blackburn@tcatelizabethton.edu to schedule your test date and time.

ASE Testing

ASE (Automotive Service Excellence) Tests

Every ASE certification test, including recertification versions, is now delivered in an easy-to-use computer format. This represents a total of 48 certification tests across 13 specialty areas.

Tests Offered: All Certification and Recertification tests.

After you have registered for your tests through ASE you can contact Lisa Blackburn at TCAT Elizabethton at 423-342-3977 or Lisa.Blackburn@tcatelizabethton.edu to schedule your test date and time.

2016 ASE Testing Calendar

- 1st & 3rd Mondays– 12 noon – 4 pm
- 2nd & 4th Mondays – 8 am – 12 pm
- 1st & 3rd Tuesday – 12 noon – 8 PM
- 1st & 4th Wednesdays – 12 noon – 4 pm

ServSafe

ServSafe Testing Schedule

- 1st & 3rd Mondays– 12 noon – 4 pm
- 2nd & 4th Mondays – 8 am – 12 pm
- 1st & 3rd Tuesday – 12 noon – 8 PM
- 1st & 4th Wednesdays – 12 noon – 4 pm

NOCTI

NOCTI Testing Schedule

- 1st & 3rd Mondays– 12 noon – 4 pm
- 2nd & 4th Mondays – 8 am – 12 pm
- 1st & 3rd Tuesday – 12 noon – 8 PM
- 1st & 4th Wednesdays – 12 noon – 4 pm

NHA – National Healthcare Association

The National Commission for Certifying Agencies (NCCA) nationally accredited certifications for allied health professionals.

- Certified Phlebotomy Technician- CPT
- Certified Medical Administrative Assistant – CMMA
- Certified Electronic Health Record Specialist – CEHRS
- Certified Billing & Coding Specialist – CBCS

NHA Testing (for TCAT Elizabethton students only) is usually scheduled as follows:

- 1st & 3rd Mondays– 12 noon – 4 pm
- 2nd & 4th Mondays – 8 am – 12 pm
- 1st & 4th Wednesdays – 12 noon – 4 pm

After you have registered for your tests through NHA you can contact Lisa Blackburn at TCAT Elizabethton at 423-342-3977 or Lisa.Blackburn@tcatelizabethton.edu to schedule your test date and time.

Tennessee HiSET® (High School Equivalency Test)

Tennessee HiSET® (High School Equivalency Test) Requirements

The following policies apply to anyone taking the High School Equivalency Test in the state of Tennessee. When you schedule an appointment, you will need to confirm that you have read and understand these policies. To schedule a testing appointment or for additional information visit hiset.ets.org or call customer service at 1-855-694-4738.

State Eligibility Requirements to take the HiSET® exam in the State of Tennessee you must meet the following eligibility requirements checklist:

- Age: You must be at least 18 years of age without a high school diploma or high school equivalency certificate to take the HiSET exam. If you are 17 years old you must present an age waiver signed by the Director of Schools on the day you test.
- Practice Test: Tennessee requires all test takers to complete an official HiSET Practice Test. You will be required to show proof of completion on the day of the test.

- Identification:A valid driver's license, passport, military ID, or other form of government issued (national or foreign) identification that shows name, address, date of birth, signature and photograph are acceptable forms of identification.
- Registration: Register for testing with HiSET by going through your local adult education center to prep and take an Official Practice Test (OPT). This must be presented day of testing to the center. Adult Education will assist you to register on the HiSET website for an open date.

2016 HiSET Testing Calendar

Date	Time	Capacity
January 12, 2016	8:00 AM – 3:30 PM	10
January 13, 2016	8:00 AM – 12:30 PM	10
January 20, 2016	8:00 AM – 12:30 PM	10
February 9, 2016	8:00 AM – 3:30 PM	10
February 10, 2016	8:00 AM – 12:30 PM	10
February 17, 2016	8:00 AM – 12:30 PM	10
March 15, 2016	8:00 AM – 3:30 PM	10
March 16, 2016	8:00 AM – 12:30 PM	10
March 23, 2016	8:00 AM – 12:30 PM	10
April 12, 2016	8:00 AM – 3:30 PM	10
April 13, 2016	8:00 AM – 12:30 PM	10
April 20, 2016	8:00 AM – 12:30 PM	10

Pearson VUE Test Center

Tennessee College of Applied Technology Elizabethton joins Pearson VUE Network to offer accessible and secure certification testing

TCAT Elizabethton has an agreement with Pearson VUE, the computer-based testing (CBT) business of Pearson, to test candidates pursuing key industry certifications from leading IT programs, such as Cisco, CompTIA, EMC, HP, LPI, Oracle and VMware.

The list of certification tests available from test sponsors through the Pearson VUE system is continually growing. Test results are quickly transmitted back, ensuring the candidate's certification status is promptly updated. Pearson VUE delivery of exams has continued to increase rapidly in recent years, with the company delivering 10 million exams in 2011.

About Pearson VUE

Pearson VUE Testing schedule is as follows:

- 1st & 3rd Mondays– 12 noon – 4 pm
- 2nd & 4th Mondays – 8 am – 12 pm
- 1st & 4th Wednesdays – 12 noon – 4 pm

After you have registered for your tests through Pearson VUE you can contact Lisa Blackburn at TCAT Elizabethton at 423-342-3977 or Lisa.Blackburn@tcatelizabethton.edu to schedule your test date and time.