

## Steps to Certifying Testers for the CELSA and LPAT-S for ATB

If the school is a vocational, for profit school, it needs to hire an Independent Testing Administrator (not as an employee but just to give the tests), that person needs to read our brief *CELSA ATB User's Guide* and take a short quiz. We then certify the school and the tester.

If the school is a public, degree granting institution with a separate assessment center, the tester may be a school employee.

The following are the steps we need to certify your testers:

1. Independent Testing Administrator Certification Application For Private, for Profit Vocational Schools (all BPPE schools)  
or  
Verification of Assessment Center/Certification of Testing Administrator application for public colleges and universities that offer degrees and have separate assessment centers
2. CELSA ATB User's Guide 2015
3. CELSA TEST ADMINISTRATION QUESTIONNAIRE

This looks like a lot of paperwork but it really isn't. The tester the school selects fills out the application, reads the User's Guide (it is very short) and takes a short quiz. Please note that for all private vocational schools, all testers must be independent from the school (not student, employees or related to school owners). All the answers are in the User's Guide. Then they or you fax or scan and email the application and the questionnaire and ACTT certifies your school and tester. You also need to order the materials and the order can be submitted along with the tester info. You can use "paper/pencil" or computer delivered tests. You need to order an annual site license (\$195) and a few test booklets. You only need to order as many test booklets as you would use in a single testing session based on the number of students you are testing at once. The test booklets are \$2.75 each and last about 5 years. You also need to order student mail-in packets at \$11.50 each. They include a student answer sheet, large mail-in envelope addressed to us, cover sheet, scanning/scoring in our office, ACTT entering the score into a database, and reporting the results to you via email. We score the test the day we receive it and automatically send you the results via email. We also provide the school with overhead transparencies of the answer keys so you know immediately if the student passed before sending the mail-in packet to us. If the student almost passes, we recommend administering an alternate form right away since there is no wait period if an alternate form is used.

If the school orders CTA scoring software, results are immediately available and tests are not sent to ACTT.