

**NON-PUBLIC SCHOOL TRAINING NOTIFICATION AND VERIFICATION FORM – PAGE 1**

**Non-Public School Representative (Trainee)**

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Name \_\_\_\_\_ County: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

**Instructions to Trainer:** Read Page 2 of this form before continuing. Complete this form after each session in which a non-public school representative is trained. Indicate the date of the training session on the line to the left of each test for which the non-public school representative has been trained

**Date**

\_\_\_\_\_ **End-of-Course (paper/pencil)**    **Fall** \_\_\_\_\_    **Spring** \_\_\_\_\_

\_\_\_\_\_ **End-of-Course ONLINE**    **Fall** \_\_\_\_\_    **Spring** \_\_\_\_\_

\_\_\_\_\_ **End-of-Grade (Grades 3-8)**    **Spring** \_\_\_\_\_

\_\_\_\_\_ **Writing Assessment Grade 10**    **Spring** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Test Trainer (to be signed on day of training) \_\_\_\_\_ NPSTS \_\_\_\_\_ Public \_\_\_\_\_ Private**

I certify that the non-public school representative named above has been trained during the current semester to administer the North Carolina state tests indicated above in accordance with the rules, guidelines, and procedures established by the Public Schools of North Carolina and in accordance with the policies listed on Page 2 of this form. The non-public school representative has been informed that all test materials including the administrative materials I have provided are property of the North Carolina Department of Public Instruction and must be returned using means provided by the Non-Public Schools Testing Service.

Circle applicable option below

NPSTS, Non-Public **OR** Public School System Name: \_\_\_\_\_

NPSTS, Non-Public **OR** Public School System Coordinator: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Print Name of Trainer: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be faxed to the NPSTS at (919) 513-4683 after training to release materials to the school.**

## NON-PUBLIC SCHOOL TRAINING VERIFICATION FORM – PAGE 2\*

Prior to delivery of test materials by the Non-Public Schools Testing Service, non-public schools must participate in a test administration training session including guidelines for the use of procedural accommodations. Training sessions are offered by the Non-Public Schools Testing Service; however, *non-public schools may request that a public school system superintendent or a non-public school principal or headmaster include the non-public school's representative(s) in the school system's or school's training session.* The trainer provided by the school system or school must be the school system or school's designated test coordinator who has attended a similar training session during the current semester. Public school systems and non-public schools are NOT required to include representatives from petitioning non-public schools in any training session and may refuse participation. If a public school system agrees to train the petitioning non-public school's representative(s), the public school system may charge a fee for services rendered but may not charge a fee for administrative materials provided to the public school system by the state. If a non-public school agrees to train the petitioning non-public school's representative(s), the non-public school may charge the same fees charged by the Non-Public Schools Testing Service for services rendered and administrative materials.

**\*Page 2 of this form should only be used if** a public school system or non-public school plans to train the petitioning non-public school's representative(s) and, in the case of a public school system, does not intend to make arrangements to include the non-public school students in the school system's test administration(s). If a public school system superintendent agrees to include the petitioning non-public school's students in the school system's test administration, the public school system is responsible for ensuring and enforcing the security of all test materials used by the non-public school(s) at all times and must report any testing irregularities using the *Report of Testing Irregularity*. Non-public schools may not group with one-another for any test administration. When only training is provided, no test materials other than administrative materials may be distributed. There is no obligation for a public school system or school to test a non-public school's students or to score test materials.