

# INSTRUCTOR/ASSESSMENT MATERIALS ORDER FORM



ATS/AAC:

Sponsor Rep/Primary Admin:

Date:

## BILL TO:

## SHIP TO (NO P.O. BOXES):

Company:

Company:

Name:

Name:

Billing Address:

Address:

City, State, Zip:

City, State, Zip:

Phone:

Phone:

Fax:

Fax:

Email:

Email:

Master Trainer Name:

## PAYMENT & SHIPPING INFORMATION

Master Card   
  Visa   
  American Express   
  Discover   
  Check

Business Name: \_\_\_\_\_

Name On Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Exp Date: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Customer PO Number: \_\_\_\_\_

Date Needed By: \_\_\_\_\_

- Regular Ground - **DEFAULT** (allow 10 days)
- Overnight (a \$50 expedite fee will be added to the order in addition to overnight shipping charges)
- 2nd-day air (a \$35 expedite fee will be added to the order in addition to 2nd-day shipping charges)

*Overnight and 2nd-day orders must be received by 12 p.m. EDT, or orders will be processed the following day.*

Order Subtotal	Shipping & Handling
Up to \$19.99	\$11.00
\$20 - 39.99	\$15.00
\$40 - 79.99	\$17.95
\$80 - 99.99	\$19.95
\$100 - 149.99	\$22.50
\$150 - 199.99	\$23.50
\$200 - 249.99	\$24.50
\$250 and up	10%

INVENTORY CODE	TITLE	PRICE	QTY	TOTAL
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*FOR TRAINING SPONSORS ONLY:*

MASTER TR KIT	2016 Master Trainer Kit (Includes Craft Instructor Guide, ICTP PowerPoints, ICTP Lesson Plans, ATS Guidelines, Core Textbook & USB)	\$130.00		
CRAFT INSTR KIT	2016 Craft Instructor Kit (Includes Craft Instructor Guide, ATS Guidelines, & Core Textbook)	\$75.00		
PE GUIDE	2016 Performance Evaluator Guide (Craft Instructor Modules 1, 6, & 9)	\$29.00		
ATS GUIDE	2016 Accredited Training Sponsor Guidelines	\$9.00		
ACCRED GUIDE	2016 Accreditation Guidelines (Includes ATS Guidelines & NCACP Procedure Manual)	\$19.00		
CURR PROCT MANU	2016 Curriculum Proctor Certification Training Manual (Includes Certification Exam)	\$9.00		

*FOR ASSESSEMENT CENTERS ONLY:*

ACTP KIT	2016 Administrator Certification Training Program Kit (Includes Administrator Guide, ACTP PowerPoints, NCACP Procedure Manual & USB)	\$50.00		
COORD GUIDE	2016 Coordinator Training Guide (Administrator Modules 1 - 3, & 5)	\$30.00		
PROCTOR GUIDE	2016 Proctor Training Guide (Administrator Modules 1 & 3)	\$24.00		
PROCEDURE MANUA	2016 NCACP Procedure Manual	\$14.00		

**Email completed form to [orders@nccer.org](mailto:orders@nccer.org)**  
**or fax completed form to 386.518.6961**  
**Please call 386.518.6954 to confirm receipt of your fax.**

Subtotal	
Shipping & Handling	
Expedite Fee	
Florida destinations add sales tax	
<b>TOTAL</b>	