



**Maine Department of Education  
Career and Technical Education**

**NOCTI Assessment Request Form**



<b>First Name:</b> (as you wish it to appear on official score report)	
<b>Last Name:</b>	
<b>Today's Date:</b>	
<b>Instructional Program:</b>	
<b>CTE Employed By (if applicable):</b>	
<b>Name of NOCTI Assessment Requesting:</b>	

**WHERE DO WE GO FROM HERE:** Maine DOE representative will act as a proctor during your in-person electronic assessment. In-person assessments will be held at the Maine DOE Office located on the 5<sup>th</sup> floor of the Cross Building in Augusta. For specific directions GOOGLE: 111 Sewall Street, Augusta, ME.

**WHAT YOU MAY BRING:** Non-programmable, non-scientific calculator, when appropriate. The online testing system offers a built-in calculator for participant use; Scrap paper; writing instrument.

**WHAT YOU MAY NOT HAVE OUT:** Smart phones, tablets, cellular telephones with calculators, wristwatches with calculators, or other devices that record data are NOT allowed to be used by participants during the testing session and will not be allowed in the testing room. Access to Internet resources is prohibited.

**TESTING TIME:** The maximum time limit varies based on the test. Most test administration times range from 90 minutes to 180 minutes. Should you have a documented learning disability and specific accommodations are required, please let the proctor know in advance of your scheduled assessment.

**REMOTE NOCTI ASSESSMENT:** Instructors may choose the option of assessing in a remote location if in-person testing requires excessive travel, or if during the state of emergency in-person testing is not desirable. However, this entails meeting specific technology requirements and comes at an additional fee. If an individual is interested in considering the remote option, please check box:  YES: I would like to consider a remote option

**REIMBURSEMENT PROCESS:** Maine DOE will pay the initial cost of the NOCTI Assessment. A check must be provided to the proctor on the day of your in-person assessment(s) for reimbursement of this cost. If choosing the remote option, a check may be sent to the address below.

<b>Availability- Check all boxes that apply</b> (A testing date/time will be determined and sent to you based on selected availability)	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Morning</b>	<b>Afternoon</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Qualified Expenses	Total Associated Cost
<b>NOCTI Assessment (\$75 per assessment)</b>	
<b>Remote NOCTI Exam (\$25 per assessment)</b> (If remote option is selected an additional service fee applies)	
<b>Total Cost</b> (Checks provided the day of assessment if in person, or sent if remote)	

<b>Check(s) Payable To:</b>	Treasurer State of Maine	<b>Send To:</b> (Remote Exam Only)	ATTN: Dede Gilbert Secretary Specialist Supervisor Maine Department of Education 23 State House Station Augusta, ME 04033-0023
<b>Check(s) Memo:</b>	CTE NOCTI Assessment; or, CTE Remote NOCTI Exam		
<b>Submit NOCTI request form to Maine DOE Proctor</b>		<b>Danielle Despins-Kelley, <a href="mailto:danielle.r.despins@maine.gov">danielle.r.despins@maine.gov</a></b>	