

General Rules and Regulations

Candidate Requirements:

- Sign and agree exam sponsor's rules
- Produce valid form(s) of legal ID
- Store ALL personal belongings in a secure locker before testing begins

Proctor Requirements:

- Capture candidate's signature on a digital signature pad and match signature on ID
- Capture candidate's photograph and match with photo on ID
- Distribute supplemental materials required by exam sponsor
- Escort candidate to the testing room

When a candidate completes the exam:

- Collect all supplemental testing materials
- Candidate receives his or her score report (if available)
- Candidate collects all personal belongings from locker
- Escort candidate from testing center

Other Opportunities available at Career Learning Center

- Basic and Advanced Computer Training Courses
- Common Sense Parenting
- Community Education of the BH
- English as a Second Language (ESL)
- GED® Preparation and Examination
- Interviewing Techniques
- Office and Accounting Assistant
- Resume Development

Highly Trained Proctors

All test administrators and proctors at the Career Learning Center are highly trained. They fulfill ongoing educational requirements in the delivery and administration of high-stakes assessments.

Online Registration & Scheduling

Most testing options have Web based registration and scheduling. When telephone registration is required, each Exam Sponsor provides a toll-free number and call center services.

Financial support for programming at the CLC comes in part from the South Dakota Department of Labor and Regulation.



The Career Learning Center of the Black Hills (CLC) is part of Black Hills Special Services Cooperative (BHSSC). BHSSC is an Equal Employment Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.



Career Learning Center
of the Black Hills

Professional Assessments, Certifications and Licensures

730 E. Watertown Street
Rapid City, SD 57701
Phone: 605-394-5120
Website: www.clcbh.org



The Career Learning Center of the Black Hills has provided hundreds of proctored assessments for over 20 years. Tests are administered regularly for professionals, job applicants, employers, government agencies and students.

The Career Learning Center of the Black Hills has met the comprehensive facility, technology and security requirements for all assessment providers represented at our location. We offer secure and standardized testing conditions with pleasant and knowledgeable proctors to ensure the best customer service.

Performance Assessment Network

www.pantesting.com

Over 50 exams to choose from including:

- Customs and Border Protection (CBP)
- Electronic I-9 Processing
- FBI Special Agents or FBI Intelligence Analysis
- DEA Agent
- Energy and Power Certification

Federal Aviation Administration (FAA)

www.pantesting.com

- Commercial Pilot/Military Competence
- Sport/Recreational/Private Pilot
- Instrument Rating
- Aviation Maintenance Technician
- Flight/Ground/Sport Pilot Instructor
- Flight Engineer
- Airline Transport Pilot/Aircraft Dispatcher/Flight Navigator
- Inspection Authorization

PSI Exams

www.candidate.psiexams.com/

Over 100 exams to choose from including:

- Certification/Professional Associations
- Government/State Licensing Agencies
- IT Certification Exams
- United States Postal Service (USPS)

Pearson VUE

www.pearsonvue.com

Over 500 exams to choose from including:

- General Education Development (GED[®]) www.ged.com
- Academic/Admissions
- American Medical Technologists –AMT
- CompTIA
- Dept. of Defense Security Service (DSS)
- Employment, HR, Management & Safety
- Financial Services
- Health, Medicine, Nursing & Pharmacy – American Board, National Board and National Association of Boards
- Information Technology (IT)
- Insurance and Legal Services
- National Registry of Emergency Medical Technicians – NREMT
- Transportation Safety Administration (TSA)
- National Restaurant Association

Certiport

www.certiport.com

Certifications to choose from include:

- Adobe Certified Associate
- Autodesk Certified User
- HP Accredited Technical Associate
- Internet and Computing Core Certification
- Intuit QuickBooks Certified User
- GMetrix –Practice Tests
- Microsoft Office Specialist 2013
- Microsoft Technology Associate (MTA)

ISO Quality Testing, Inc.

www.isoqualitytesting.com

Over 50 exams to choose from including:

- Alcohol and Drug Counselor (ADC)
- BONENT CHT
- Nuclear Medicine Exam
- Prevention Specialist (PS) Examination
- Society of American Foresters
- Professional Land Surveyor
- Integrative Medicine Certification
- Certified Professional Trainer

National Center for Competency Testing (NCCT)

www.ncctinc.com/

- Medical Assistants
- Medical Office Assistants
- Insurance & Coding Specialists
- ECG Technicians
- Phlebotomy Technicians
- Patient Care Technicians
- Surgical Technologists

Total Testing

www.totaltesting.com

Over 800 exams to choose from including:

- Accounting and Finance
- Basic Administrative and Clerical Skills
- Call Center and Customer Service
- Custom Test Creation
- Human Resource Skills
- Legal Office Skills