

THE NATIONAL

First and Second-Line Supervisor Tests



Test Security Agreement and
Order Form



Stanard
& Associates, Inc.

Data for Decisions in Management



How to Complete Your Order Form

Following the directions given below, complete pages 3 and 4 via your computer directly in this PDF file. Once these pages are completed, principal and alternate signers must enter their digital signatures on page 3, save the file and email both pages along with required separate jurisdiction letter on agency letterhead to orders@stanard.com. Or you can print the completed order form, manually sign the agreement then fax, email or mail the documents to S&A. Note: the most current version of Adobe Reader is required to use the fillable PDF option. Go to www.adobe.com for information.

GENERAL INFORMATION

Ship To: List the person who is authorized to receive the shipment of test materials. Be sure to provide the complete shipping address, including room, suite, or floor if needed. Most orders are shipped ground UPS and it is critical to have accurate zip code information.

Bill To: List the person responsible for paying for the testing materials and their complete mailing address.

Individual Authorized to Receive Test Results:

If the test results should be sent to a person different than the contact listed in the shipping information section, please provide their complete mailing address.

TESTING INFORMATION

Requested Study Guide and Test Arrival Date:

List the date by which you wish to receive test materials. If no date is listed, materials will be shipped 2-3 days after receipt of order form. Note: Stanard & Associates, Inc. requires at the minimum a 30-day study period for agencies using the exam.

Test Dates:

Please list the actual dates that you will be administering the exam(s).

Test Results Date:

Please indicate your preferred date for receiving the exam results. Turnaround time is approximately 5-10 business days from the time Stanard & Associates, Inc. receives the completed tests; however this may vary according to volume. If there is a conflict concerning your request date, Stanard & Associates will call to discuss.

PRICE GRIDS

Price Grids: Fill out the price grid appropriately for the type of test you are selecting.

SUBMISSION OF ORDER AND REQUIRED SECURITY DOCUMENTS

Please complete order form (page 4), signature page (page 3), and if from a Police Department create a formal letter on agency letterhead concerning the principle signer's responsibility for testing. Email all necessary documents to Stanard & Associates, Inc. at email to orders@stanard.com or Fax to 312-553-0218.

National First-Line Supervisor Test and Second-Line Supervisor Test Purchase and Test Security Agreement

Purpose

This agreement defines Stanard & Associate, Inc.'s (S&A) purchase and test security policy and procedures. It also explains how the test security guidelines are intended to protect the mutual interests of all public safety agencies and officials that use test materials obtained from S&A, as well as the interests of all persons who take such tests. In order that no person may gain special advantage by having improper access to the material, S&A requires that all users sign this agreement and fulfill its terms as a condition of making the test materials available.

- ✓ The National First- and Second-Line Supervisor Tests (NFLST/NSLST, hereafter) will be kept in locked files.
- ✓ This agreement applies to users of the NFLST/NSLST and NFLST/NSLST-related materials, including public safety agencies, employment agencies, or other entities that use the NFLST/NSLST to guide personnel decisions.
- ✓ Access to the NFLST/NSLST will be by authorized personnel only.
- ✓ NFLST/NSLST materials cannot be reproduced for any purpose.
- ✓ NFLST/NSLST will not be supplied to anyone for advance study or after the examination period.
- ✓ All test materials supplied by S&A under this agreement shall be and remain the property of S&A
- ✓ No official, staff member, consultant, or other agent of the named agency will loan, give, sell, or otherwise make available any S&A testing material to any other agency or unauthorized person.
- ✓ This purchase agreement can only be modified with written approval by Stanard & Associates, Inc. (S&A).

Payment

Full payment is due upon delivery of hard copy test results and invoice.

Returns

All used and unused tests must be returned to S&A within 14 days of your test date. Your invoice will reflect all processed tests. No restocking fee will be added to you invoice for your unused tests. Study and administration guides can not be returned for credit. Your invoice will reflect fees for all tests, used and unused, if all test materials are not received within 14 days of your test date.

The National First-Line Supervisor and National Second-Line Supervisor Tests (NFLST/NSLST) Order Form

GENERAL INFORMATION

Ship To:		Bill To:	
Name:		Name:	
Title/Rank:		Title/Rank:	
Agency:		Agency:	
Street Address, Room, Floor: (No P.O. Box)		Billing Address, Room, Floor:	
City, State & Zip:		City, State & Zip:	
Phone:	E-Mail:	Phone:	E-Mail:
Ordered By:			
<input type="checkbox"/> This is our agency's first NFLST or NSLST order <input type="checkbox"/> Re-order			

Individual Authorized to Receive Test Results (if different than shipping information provided above):

Name: Title/Rank: Agency: Street Address, Room, Floor: (No P.O. Box) City, State & Zip: Phone: Email:	E-Mail, Fax, Phone or Mail to Place Your Order <u>Email Order form/Security Agreement to:</u> orders@stanard.com <u>Fax Order Form/Security Agreement to:</u> 312-553-0218 <u>To Order By Phone, Call:</u> 800-367-6919 Security documents must be on file for phone orders <u>Mail To:</u> Stanard & Associates, Inc. Order Department 309 W. Washington St., Suite 1000 Chicago, IL 60606
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TESTING INFORMATION

Requested Study Guide and Test Arrival Date: _____

Test Date(s): _____ and _____ Test Results Date _____

Turnaround time is approximately 5-10 working days from the time Stanard & Associates, Inc. receives the completed tests; however this may vary according to volume. If there is a conflict concerning your request date, Stanard & Associates, Inc will call to discuss.

PRICE GRIDS

National First Line Supervisor Test NFLST			
	Price	Quantity	Total
NFLST	\$100.00		
Study Guide*	\$ 10.00		
Administration Guide**	\$ 10.00		

National Second Line Supervisor Test NSLST			
	Price	Quantity	Total
NSLST	\$125.00		
Study Guide*	\$ 10.00		
Administration Guide**	\$ 10.00		

Subtotal***	
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Subtotal***	
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* One study guide must be ordered for each test purchased.

** One administration guide must be purchased with each first order.

*** Agencies are responsible for shipping and handling charges.



Data for Decisions in Management

To: Prospective Client

Re: National First Line and Second Line Supervisor Tests

We are pleased that you are interested in the National First Line Supervisor Test and/or National Second Line Supervisor Test.

If you should decide to use our test, be aware that your agency can obtain a set, or multiple sets, of the source materials and provide a place for the applicants to review them or the agency can require applicants to obtain their own set of materials. In fairness to the candidates, they should have a minimum 30 days to study from the time the materials arrive till the actual exam date. Most agencies provide 45 to 90 days for study time as additional time is always beneficial in allowing candidates to prepare for the exam. We believe this will reduce the likelihood of any candidate challenges and give all involved an equal opportunity to prepare for the test.

It is important to remember that source material arrival dates vary, although Amazon and Barnes and Noble say that they ship within 24-48 hours, the source books could take 14 days or more to arrive. This is dependent upon inventory and method of shipment (i.e. next day or ground service).

If you need additional information please call and ask for one of our representatives at 800-367-6919.