

## General Rules and Regulations

### Candidate Requirements:

- Sign and agree to exam sponsor's rules
- Produce valid form(s) or 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 to 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 Candidate completes the exam:

- Collect all supplemental testing materials
- Candidates receive score reports (if available)
- Candidate collects all personal belongings from locker
- Proctor will escort candidate from testing center

## Other Opportunities available at Career Learning Center

- Basic and Advanced Computer Training Courses
- Community Education of BH
- English as a Second Language (ESL)
- GED® Preparation and Examination
- Office and Accounting Assistant
- And so much more!

**Contact Us for More Information!**

## 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.

The Career Learning Center of the Black Hills has met 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.

The Career Learning Center of the Black Hills (CLC) is part of Black Hills Special Services Cooperative (BHSSC). It is the policy of BHSSC not to discriminate on the basis of any protected group status in its educational programs, activities, or employment policies and activities as required by following state and federal laws and regulations. Inquiries regarding non-discriminatory policies in employment may be directed to the EEO Officer, Personnel Specialist, Executive Director, and/or any Division Director at BHSSC.



## Career Learning Center of the Black Hills

## Professional Assessments, Certifications and Licensures

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.

**730 East Watertown St  
Rapid City, SD 57701  
Phone: 605-394-5120  
Website: [www.clcbh.org](http://www.clcbh.org)**

## Talogy/True Talent

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.FAA.gov](http://www.FAA.gov)

- 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.psiexams.com](http://www.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](http://www.pearsonvue.com)

Over 500 exams to choose from including:

- General Education Development (GED®)  
[www.ged.com](http://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](http://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
- Microsoft Technology Associate (MTA)

## ISO Quality Testing Inc.

[www.isoqualitytesting.com](http://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

[www.ncctinc.com](http://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](http://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