

Section: Employee/Labor Relations

Section Number: 5.3.1

Subject: Counseling and Testing: Public, Vocational and Employment Testing and Counseling

Date of Present Issue: 11/29/99

Date of Previous Issues:
08/71, 06/88

POLICY:

All individuals requesting public, vocational and employment testing and counseling will follow the procedure outlined below to establish testing records and provide payment for testing fees.

PROCEDURE

<u>WHO</u>	<u>DOES WHAT</u>
Requestor	1. Requests vocational, public and/or employment testing and/or Counseling services at the Student Counseling Center.
Testing Center	1. Arranges appointment for requestor. 2. Accepts fees and writes receipt at time of appointment. 3. Assigns Test Control Number and prepares bill for fees if needed.
Requestor	1. Pays fees and receives receipt from Testing Center.