

National Driver Certification Program® Registration Form

Level 3- Heavy Recovery

* Denotes required field. Failure to complete these fields may prevent us from processing your request.

*Legal Name: _____
(First) (Last) (Middle Initial) (Suffix)

*Date of Birth (MM/DD/YYYY): ____/____/____ Gender: __ M __ F *CDL #: _____

Personal Contact Information			
Do not repeat company's address and phone information unless you live on the premises.			
*Physical Mailing Address: _____ <small>(Number and Street Name) (City) (State) (Zip)</small>			
*Personal Email: _____ @ _____		*Home/Cell Phone: (____) _____ - _____	

Employer/Company Information	
Are you sole or shared owner of this company? __ Yes __ No	
*Business Name: _____	*Phone: (____) _____
*Business Mailing Address: _____ <small>(Number and Street Name) (City) (State) (Zip)</small>	
*Company's Email: _____ @ _____	Fax: (____) _____

References	
Identify two professional references able to confirm your work as a heavy recovery specialist for two (2) or more years.	
* Name: _____ <small>(Last) (First)</small>	*Phone: (____) _____
*Employer: _____	Email: _____
* Name: _____ <small>(Last) (First)</small>	*Phone: (____) _____
*Employer: _____	Email: _____
* Name of individual submitting required written reference letter on your behalf: _____	

Employer Communication Opt-Out
 ___ Please check if you **do not** want the NDCP Office to communicate with your employer regarding your certification status (renewal notices, status updates, etc.).

Written Subtest Delivery Method*	Certification Pricing
Please check the appropriate service: <small>* Oral subtest is only available during shows/events, see website for a list of testing opportunities</small>	Please check the appropriate service:
<input type="checkbox"/> Online Testing <small>(Unofficial results are immediate, official results available 3-4 weeks after testing.)</small>	TRAA Member: \$320 _____ Non-Member: \$400 _____ *Retest Fee/Subtest: \$100 _____ <small>*Reduced retest fee only available within one year of initial registration date.</small> Due: \$ _____
<input type="checkbox"/> Paper & Pencil Testing <small>(Results are available 4-6 weeks after testing.)</small>	

Payment Information	
Select One Option	
Submit Payment Online via our Website	Or Submit Payment via Credit or Debit Card on the Form Email this form to: certification@traaonline.com
Simply visit our Products page and add the payment for this registration to your online order: http://traaonline.com/products/	Cardholder Name: _____ Company Name : _____ 16 Digit Card #: _____ - _____ - _____ - _____ Expiration Date: _____ Security Code: _____ Billing Zip Code: _____ Today's Date: _____ Signature: _____

- Important details:**
- By submitting this registration form, I attest that I meet all applicable state/local requirements for tow truck operators where I live and/or work.
 - Once submitted, this registration is non-transferable (assigned to the individual above) and all associated costs/fees are non-refundable.
 - In accordance with FERPA guidelines, all communication between the NDCP Office and the registrant will be directed to the individual's personal contact information. The registrant retains all responsibility for communicating his/her certification status and other pertinent details to his/her employer (if applicable).
 - As with all testing events, validating and confirming the security at testing location is subject to the discretion of the proctor.
 - Once the registration form is submitted, it is the participant's responsibility to inform the NDCP Office via email of any changes in his/her address/contact information. If the participant fails to notify us of any applicable changes he/she will incur any/all associated costs (duplicate item, postage, etc.).
 - By participating in the program, registered participants authorize us to include their name, level achieved, ID number, city/state/zip, and expiration information in our online certification directory and any related publications/documentation at our discretion.

National Driver Certification Program® Information

Level 3- Heavy Recovery

Given the analytical abilities required in heavy duty recoveries, Level 3 certification testing has two separate subtests: written and oral. The written portion evaluates academic content knowledge deemed necessary by the Advisory Committee (minimum passing score= 80%). The oral portion gives him/her the opportunity to demonstrate their skills. The individual is presented with images and a written description of actual incidents and must describe the recovery procedure to a panel of certified Heavy Recovery Specialists (minimum passing score= 70%). The individual must pass both subtests in order to gain Level 3 certification.

Please review the recommended reading materials listed below. The Level 3 Certification test is intended to measure certain basic knowledge, examples include:

- Truck and equipment capabilities
- Attachments of heavy vehicles
- Rigging
- Vehicle Placement
- Recovery formulas
- Preparation for towing
- Weather Conditions
- Knowledge of blood-bourne pathogens
- Customer relations on the scene
- Fire potential driver should be alert to (vs. fire department responsibilities)
- Company dispatching communications
- Company team communications on the scene
- Proper maintenance of snatch blocks, etc.
- Air cushion recovery (decision making)
- Hydraulic recovery (decision making)
- Scene assessment (pre-planning)
- Unloading (upright vs. on the ground)
- HAZMAT awareness
- EPA awareness (spills, water source, clean up)
- Knowledge of the drug and alcohol regulations
- Command Center communications
- Incident Management—who's in charge (when)
- Paperwork (Pricing, Pictures, Invoices, Documentation)

LEVEL 3 CERTIFICATION EXPERIENCE REQUIREMENTS

- NDCP Level 2- Medium/Heavy Duty Certification (Master Tower)
- Meet all applicable federal, state, and local requirements for towing and recovery professionals (ABC, CDL, etc.)
- 2 Years of experience as a recovery specialist
- Letter of recommendation from the candidate's employer, training school or sponsor documenting that the candidate is qualified to take a test of this level and has participated in at least 10 heavy recoveries.

TESTING OPTIONS

- The written subtest is available online. Online testing allows participants to test from virtually any location with secure internet access, a webcam, a microphone, and privacy. In addition to being convenient, computer testing is also the fastest testing method with results typically immediately available after the testing event. Official documentation for those who pass is available 3-4 weeks after passing the test. Check to see that your computer meets the requirements by clicking the following link: <http://www.proctoru.com/testitout/>.
- Both the oral and the written subtests are available during tow shows or industry events the NDCP Office/TRAA attends annually. Please visit the TRAA Events page for a list of upcoming certification testing dates and locations. The official turnaround time for the oral subtest and paper/pencil testing is 4-6 weeks after the testing date.

INSTRUCTIONS

- Submit the completed registration form with payment to the NDCP Office via email to certification@traaonline.com. The registration form must be filled out completely. Incomplete forms will be placed on hold during processing.
- Please allow up to ten (10) business days for the initial processing of this registration.
- Once authorized to test, the participant will receive an email letting with instructions for scheduling his/her testing appointment.
- If you are unable to keep your test appointment and fail to cancel at least 24 hours prior, paper/pencil testers may be subject additional no show fee.
- Registrants must attempt and pass the test within one year of the original registration date. Those unable to attempt or pass the test within one year must submit a new test registration form and initial registration fee.

RESULTS

- After successfully passing the certification test you will receive 2 patches, 1 ID card and a Heavy Recovery Specialist wall certificate. Additional patches and truck decals are available for purchase online (www.traaonline.com).
 - Please note, all NDCP certifications expire every five (5) years. Failure to recertify within 90 days of your expiration date will result in the cancellation of your status (highest certification level completed only). In this event, you will need to complete the initial certification process over again.
- In the unfortunate event that you fail and need to retest, another test application and retest fee will be required. The registration form is available on our website (www.traaonline.com/certification/).

Questions or comments should be directed to: certification@traaonline.com.