

National Driver Certification Program® Registration Form

Level 1- Light Duty

* 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 *Driver's License #: _____

Personal Contact Information

Do not repeat company's address and phone information unless you live on the premises.

*Physical Mailing Address: _____
(Number and Street Name) (City) (State) (Zip)

*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: _____
(Number and Street Name) (City) (State) (Zip)

*Company Email: _____@_____ Fax: (____) _____

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.).

Online Testing	Paper & Pencil Testing
Test from virtually anywhere! Unofficial results are immediate, official results available 3-4 weeks after testing. See computer requirements on informational page.	Results are available 4-6 weeks after testing. See availability details on informational page.

<p>TRAA Member (subject to verification): \$160 ___</p> <p>Non-Member: \$200 ___</p> <p>*Retest Fee: \$100 ___</p> <p><small>*Within one year of initial registration date</small></p> <p style="text-align: right;">Total Due: \$ _____</p>	<p>TRAA Member (subject to verification): \$190 ___</p> <p>Non-Member: \$230 ___</p> <p>*Retest Fee: \$130 ___</p> <p><small>*Within one year of initial registration date</small></p> <p style="text-align: right;">Total Due: \$ _____</p>
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LV1 Study Guide	Delivery method	Cost	Check All Applicable
	PDF Download	FREE	_____
	CD-ROM	\$5 shipping & handling	_____
	Hardcopy Paper	\$30 shipping & handling	_____

Payment Information

Select One Option

<p><i>Submit Payment Online via our Website</i></p> <p>Simply visit our Products page and add the payment for this registration to your online order:</p> <p style="text-align: center;">http://traaonline.com/products/</p>	<p><i>Or Submit Payment via Credit or Debit Card on the Form</i></p> <p>Email this form to: certification@traaonline.com</p> <p>Cardholder Name: _____</p> <p>Company Name : _____</p> <p>16 Digit Card #: _____ - _____ - _____</p> <p>Expiration Date: _____ Security Code: _____</p> <p>Billing Zip Code: _____ Today's Date: _____</p> <p>Signature: _____</p>
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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 1- Light Duty

100 Multiple Choice Questions

Passing score: 80%

Time Limit: 2 hours

Please review your study guide for the information on which you will be tested. The Level 1 certification exam is intended to measure certain basic knowledge; examples include:

- Routine customer pick up, delivery and light recovery
- Hook-ups for cars and light trucks up to 10,000 GVWR
- The difference between front wheel and rear wheel drive vehicles and appropriate procedures for each
- Installation of dollies and required dolly towing procedures

We recognize that many Level 1 towers will possess more knowledge than what is mentioned above and may possess light duty recovery skills as well. Certification does not address or attempt to evaluate the certified driver's actual job performance.

LEVEL 1 CERTIFICATION REQUIREMENTS

- The test applicant must have been employed as a tow truck operator for at least ninety (90) days within the past five (5) years prior to the registration date. Such experience must be verified.
- Meet all applicable federal, state, and local requirements for towing and recovery professionals

TESTING OPTIONS

- The majority of our tests are delivered online. Online testing allows participants to test from virtually any location with secure internet access, a web-cam, 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 (i.e. wall certificates and ID cards) 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/>.
- Paper & pencil testing is also available in a limited number of locations across the country. The turn-around time to get the results is significantly longer at 4-6 weeks after the testing date. We currently offer traditional paper/pencil testing (a) during tow shows and industry events the NDCP Office/TRAA attends (see list of upcoming certification testing dates and locations online) and (b) through approved proctors with community colleges and libraries when necessary.

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.
- Please allow plenty of time to thoroughly review the study guide prior to taking the test. The study guide is available online free of charge (download PDF at www.traaonline.com). If you prefer, we can also send you the study guide as a CD-ROM or hardcopy (additional shipping & handling fees apply).
- 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 Tow Operator 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.