TESTING PROCESS FLOW CHART

Site Administrator or Instructor Places Order

CTTC Sends Welcome Email

Site Administrator/Proctors Complete Registration

Instructors Complete Registration

Site Administrator or Instructor(s) Complete Student Rosters

Site Administrator Submits Student Rosters via SFTP

CTTC Sends "Rosters Uploaded" Email

Site Administrators download Student Logins

Site Administrators/Proctors administer test to students

Site Administrators or Instructors Print Coaching Reports

Site Administrators or Instructors Print Certificates

Site Administrator or Instructors Prints Reports