



STEP Test Order Form

CUSTOMER INFO:

| | | | |
|----------------------|--|----------------|-----|
| FIRST NAME | | LAST NAME | |
| JOB TITLE | | | |
| HEALTHCARE FACILITY | | | |
| PRIMARY PHONE NUMBER | | E-MAIL ADDRESS | |
| ADDRESS | | | |
| CITY | | STATE | ZIP |

STEP Test Protocol:

- For test security purposes, **the STEP Test can only be shipped to an authorized proctor.** MECH Certification proctors or those who have submitted the STEP Test Proctor Affidavit are authorized to receive and administer the STEP Test.
- STEP Test Proctors must submit an affidavit for every order of STEP Tests. Proctors for the STEP Test may be employees of the maintenance department, but should not be a direct supervisor of the examinee(s). **See Proctor Info tab on www.mech-certification.org for STEP Test Proctor Affidavit form.**
- Authorized proctors may receive STEP Tests in as little as 20 business days from the date of order. Please identify a target date, below. MECH will mail test material via USPS, to be delivered on or before the target date.
- **The STEP Test must be administered and returned for scoring within 10 business days of being received.**
- After administration or at the end of ten days, all test material is sent to MECH for scoring and results are delivered to you via email in approximately 10 business days. Tests not used must be returned; a \$30 restocking fee applies.

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|---|----|
| Today's Date: | |
| Target Testing Date: (No less than 20 days from today) | |
| Test Quantity: (\$140 each) | |
| Total: | \$ |

SEND PAYMENT TO:

MECH Certification
 13843 Lincoln Street
 Grand Haven, MI 49417

EMAIL FORMS TO:

mech@mech-certification.org

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| CHECK OR P.O. NUMBER <i>No money orders accepted.</i> |
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QUESTIONS OR FURTHER INFORMATION:

(616) 662 - 1315
www.mech-certification.org

Please email me an invoice.