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ORDER FORM FOR TEACHER COMPANION GUIDES 2009 – 2010 School Year

Complete all requested information. Incomplete order forms **will** result in order delays.

In response to numerous requests, the Companion Guide for Teachers is being made available for sale to individuals (i.e., students or parents). The Companion Guide for Teachers was developed for classroom use by the instructor, along with the Student Study Guides, for the purpose of helping students prepare to take a specific occupational exam. Using this tool will familiarize students with the NOCTI® testing process and the major topics that are covered on the test.

The Companion Guide for Teachers is not intended to be a substitute for coursework and classroom activities. NOCTI makes no representations or warranties of any kind, express or implied, about a student's success in obtaining a passing score on the NOCTI test as a result of using this Guide. This purchase option is not a substitute for the complete Study Guide Package available for purchase by school districts participating in NOCTI testing.

NOTE: This Guide, as offered for sale to individuals, does not include user codes for online sample test items.

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Pricing

Teacher Companion Guide
 (Does **NOT** include any online user codes)

\$28.00 each (includes standard shipping)

No returns, refunds, or exchanges are allowed.

Instructions

The following steps should be taken to ensure a timely and accurate delivery of your Teacher Companion Guide:

1. Complete all fields on both pages of the order form.
2. All orders **require** credit card information to process.
3. Submit your order by one of the following methods:
 - Mail: NOCTI, 500 North Bronson, Big Rapids, MI 49307
 - FAX: 231-796-4699
 - Email as an attachment to orders@nocti.org

Orders will be shipped two weeks from order receipt.

Study Guide Code	Associated Assessment Code	Titles Available	# of Teacher Companion Guides
6937	1037	21 st Century Skills for Workplace Success	
6000	3000	Accounting Basic	
6900	3900	Accounting Advanced	
6001	4001	Administrative Assisting	
6105	1105	Administrative Services	
6019	4019	Advertising and Design	
6102	2102	Agriculture Mechanics	
6004	3004	Architectural Drafting	
6005	2005	Audio-Visual Communications Tech	
6008	4008	Auto Technician Advanced	
6009	4009	Auto Technician Standard	
6109	4109	Auto Technician Core	
6096	1096	Banking and Related Services	
6106	1106	Broadcasting and Journalism	
6011	2011	Building Construction Occupations	
6012	3012	Building Trades Maintenance	
6013	3013	Business Information Processing	
6095	1095	Business Financial Management	
6014	2014	Cabinetmaking	
6073	3073	CAD/CAM	
6973	3973	CAD	
6015	4015	Carpentry	
6018	2018	Clothing and Textiles	
6006	3006	Collision Repair	
6083	2083	Collision Repair/Refinishing Technology	

Study Guide Code	Associated Assessment Code	Titles Available	# of Teacher Companion Guides
6020	3020	Commercial Foods	
6414	3414	Computer Networking Fundamentals	
6023	3023	Computer Programming	
6415	3415	Computer Repair Technology	
6022	4022	Computer Technology	
6025	3025	Construction Masonry Block	
6125	3125	Construction Masonry Brick	
6225	3225	Construction Masonry Stone	
6082	2082	Cosmetology	
6081	3081	Criminal Justice	
6036	4036	Culinary Arts I – Prep Cook	
6136	4136	Culinary Arts II – Cook	
6026	4026	Dental Assisting	
6417	1417	Dental Lab Technology	
6027	3027	Diesel Engine Technology	
6016	3016	Early Childhood Care and Education	
6925	1025	Education and Training	
6030	4030	Electrical Construction Technology	
6031	2031	Electrical Occupations	
6035	3035	Electronic Technology	
6034	2034	Electronics	
6094	1094	Financial and Investment Planning	
6049	4049	Floriculture	
6949	4949	Floriculture – Greenhouse	
6037	3037	Forestry Products and Processing	
6038	3038	General Drafting and Design	
6103	1103	General Management	
6142	4142	Graphic Communications Technology	
6043	3043	Health Assisting	
6046	3046	Heavy Equipment Maintenance	
6048	3048	Home Health Aide	
6149	3149	Horticulture - Landscaping	
6249	3249	Horticulture – Olericulture & Pomology	
6079	2079	Hospitality Mgmt – Food & Beverage	
6080	2080	Hospitality Mgmt – Lodging	

Study Guide Code	Associated Assessment Code	Titles Available	# of Teacher Companion Guides
6104	1104	Human Resources Management	
6045	3045	HVAC	
6064	3064	HVACR	
6050	2050	Industrial Electricity	
6051	2051	Industrial Electronics	
6074	2074	Industrial Maintenance Mechanic	
6071	2071	Logistics Tech/Distribution Center Serv	
6084	2084	Manufacturing Technology	
6055	4055	Medical Assisting	
6058	4058	Nursing Assisting	
6060	2060	Painting and Decorating	
6107	1107	Performing Arts	
6061	3061	Plumbing	
6062	4062	Practical Nursing	
6052	4052	Precision Machining	
6475	2475	Pre-Engineering/Engineering Tech	
6063	2063	Production Agriculture	
6480	1480	Protective Services	
6010	3010	Retail Commercial Baking	
6053	4053	Retail Trades	
6068	3068	Small Engine Technology	
6054	4054	Technical Drafting	
6427	2427	Television Production	
6108	1108	Visual Arts	
6425	2425	Visual Comm and Multimedia Design	
6072	4072	Welding	
6033	3033	Workplace Readiness	