



**WRIGHT STATE UNIVERSITY
DEPARTMENT OF WORKFORCE EDUCATION
CANCELLATION/REFUND POLICY**

**National Occupational Competency Testing Institute (NOCTI)
Experienced Worker Assessments
(Written And Performance)**

Candidates must complete both the written and performance portions of the Experience Worker Assessment in order to be eligible to earn credit at Wright State University.

Cancellation Policy

Candidates wishing to cancel their registration for the Experienced Worker Written Assessment must provide written notice to NOCTI Program Liaison no later than 5pm the day before the scheduled assessment. This notice may be in the form of a letter, fax or email.

Send all cancellation requests to:

Linda M. Hockaday
NOCTI Program Liaison
Office of Student Services
College of Education and Human Services
378 Allyn Hall
3640 Colonel Glenn Hwy.
Dayton, OH 45435

Fax: (937) 775-2099
Email: linda.hockaday@wright.edu

Candidates are also responsible for canceling the Experienced Worker Performance Assessment by contacting Marion Shellabarger at Upper Valley Joint Vocational School.

Refund Policy

Candidates who cancel their registration for the Written Assessment according to the cancellation policy above will receive a refund of the full registration fee less an administrative fee of \$10.00. Wright State University requires 3-4 weeks to process all refunds.

Any refund of application fees for the Performance Assessment will be awarded according to the Upper Valley Joint Vocational School Cancellation Policy. For questions, contact Marion Shellabarger.

Questions?

Please contact Linda M. Hockaday, NOCTI Program Liaison, at (937) 775-3086 or linda.hockaday@wright.edu.