



ABC/CMEF Required Documentation

- Registration and Release Form – High School Student – All items must be completed and legible.
- All Written Exams and Performance Profile Sheets must indicate the Module Number and Suffix.
- Written Exam – The following items must be included and legible:
 - Student’s First and Last Name
 - Student’s NCCER Card Number
 - Exam Date
 - Numeric Grade
 - All Exam suffixes must match Performance Profile Sheet suffixes.
- Performance Profile Sheet – The following items must be included and legible:
 - Student’s First and Last Name
 - Student’s NCCER Card Number
 - Performance Profile Date
 - Training Program Sponsor – ABCGH or ABC of Greater Houston
 - Instructor Name
 - Rating Levels – Write the number 1 indicating the student passed the task.
 - All Performance Profile Sheet suffixes must match Written Exam suffixes.
- Registration of Training Modules – Create a Registration of Training Modules for each class. Do not combine all classes and submit them collectively as one Registration of Training Modules. Do not include student names who have not submitted a completed NCCER Registration and Release Form to their instructor.
 - Follow the How to Submit Registration of Training Modules located on the NCCER website at nccer.org. Click Support, click Training Module Submissions, and then click Submit Registration of Training Modules and then follow the “how to” instructions.
 - ATS Name – ABC of Greater Houston
 - TU/ATEF Name – Open the drop down menu and click the name of the school campus.
- Final Documentation Verification – Deliver a copy of each student’s Registration and Release Form, graded Written Exam, a rated Performance Profile Sheet, Craft Training Teacher Evaluation Form and a copy of the Registration of Training Modules for each class to the CMEF office. This documentation should verify the data submitted on the Registration of Training Modules. The documents should be organized per student, not per module, with the Module Exams and then Performance Profile Sheets in numeric module sequence.