



**ONLINE ORDERING NOW AVAILABLE**

Existing site administrators and instructors may now login and use a credit card to order tests. See order button on instructor dashboard.

**SCHOOL IDENTIFYING INFORMATION**

School Name:	
Street Address:	
City/State/Zip:	
Main Telephone:	
School Administrator Name:	
Administrator's Title:	

I certify that I have read and agree to adhere to the ASE Student Certification Testing Policies. I also certify that I am authorized by this school to order tests and to designate the indicated individual on this form as the school's Site Administrator.

Periodically, ASE as the administrator of the tests, or any of the supporting partners (AYES, NATEF, SkillsUSA), may have the need to communicate program information with this school either by mail or electronically. By submitting this order, I agree to receive such correspondence.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Administrator / Principal - Required)

**ORDER INFORMATION** - Replenishment orders can be made online.

Number of Students (Credits)	Unit Cost	Total Dollar Amount
	x \$51.00 + TAX	= \$ 0

All Orders Are Payable To: **ASE**

Purchase Order Number: SC-1A-57-22-23

This Order Form is authorized to use for testing **completers in NON-ACCREDITED** Automotive Collision, Automotive Technology, and/or Diesel Programs in South Carolina ONLY. Schools will order the ASE tests directly from ASE and will be billed by ASE. Schools can use Proviso 1A.57 funds to pay for these tests.

**(Report results in PowerSchool)**

Order Form - Revised  
August, 2022

**Academic Year: August 1, 2022 - June 30, 2023**

**Test Window: July 19, 2022 – June 30, 2023 \***

\* Limited technical support available Dec. 21 through Jan 5

**Maintenance "No Testing Available" February 20-24, 2023**

**SCHOOL'S SITE ADMINISTRATOR (Testing Coordinator)**

Each school must designate an individual to serve as the school's Site Administrator. The Site Administrator will serve as the ASE Student Certification system coordinator for the school. For more information, please see Explanation of Roles and Responsibilities in the User's Manual available on the [www.ASEStudentCertification.com](http://www.ASEStudentCertification.com) website.

Name:	
Title:	
E-mail Address:	
Telephone:	
FAX:	

**BEFORE SENDING IN THIS ORDER, PLEASE NOTE THE FOLLOWING!**

- The school administrator/principal and site administrator must sign the order form. Orders without both signatures will not be processed.
- If using a purchase order, orders cannot be processed without a copy of the PO.
- All test credits must be used by the close of the Spring test window. All purchases are final. Unused credit will NOT be carried forward to next year and refunds cannot be issued.

I hereby acknowledge that I have read and agree to adhere to the ASE Student Certification Testing Policies. I further agree to act as the Site Administrator for this school, and to serve in good faith as a testing partner to ensure all users comply with the ASE Student Certification Testing Policies.

Site Administrator Signature - Required \_\_\_\_\_ Date \_\_\_\_\_

This block for ASE internal use only.		
Order Entered By Staff	Date:	By:

**Fax or Mail completed form and payment to:**  
**ASE \* 1503 Edwards Ferry Rd. NE, Suite 401, Leesburg, VA 20186 \* 800-362-0544 \* Fax 703-669-6125**