

Memorandum of Understanding (MOU) for DANTES Professional Certification Examination

Fiscal Year 2007 Indefinite

Purpose	<p>This MOU defines the relationship between DANTES and SpaceTEC. SpaceTEC will provide professional certification and occupational assessment examinations to military personnel according to its published examination schedules and fees applicable to the public or specifically created for military personnel that are in effect at the time services are performed. Upon registering for an examination, candidates will receive access to preparatory/readiness courses and reference materials at no added cost.</p>
Military Applicants	<p>The two categories of military certification examination applicants are:</p> <ul style="list-style-type: none">• Full-pay Applicant—applicant pays for examination and organization fees.• Military Assistance Applicant—Military Service pays part of the examination and organization fees.
Overseas Civilians	<p>DANTES Test Control Officers (TCOs) may test DoD civilians stationed overseas for the written portion of the exam. Oral and Practical sections are to be administered by SpaceTEC-certified examiners (STEs) using kits provided and re-supplied by SpaceTEC. TCOs may apply to qualify as STEs.</p>
Amendment to MOU	<p>Both parties will mutually agree on amendments to this MOU. Amendments are written and become part of the existing MOU. DANTES will review this agreement annually.</p>
DANTES Obligations	<p>DANTES is not obligated for any services or payment except as negotiated between the parties.</p>
Contents of Agreement	<p>Attached to this agreement is a signature page for participating certification organizations. The MOU will become effective when signed by SpaceTEC and by DANTES. DANTES will send SpaceTEC a copy of the signed page.</p>

Continued on next page

Fiscal Year 2007—Indefinite, Continued

DANTES Responsibilities

DANTES will

- Publish the organizational information in appropriate DANTES publications for distribution to participating DANTES test centers.
 - Furnish SpaceTEC with a current listing of DANTES test centers and identifying data required to facilitate distribution of application forms, examinations, and other organizational materials.
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SpaceTEC Responsibilities

SpaceTEC will:

- Ensure any additional fees applying solely to military applicants are not higher than the published fees for civilian applicants for the same certification objective.
 - Inform the Manager, DANTES Certification Program and publicly announce in writing any changes that occur in fees.
 - Inform the Manager, DANTES Certification Program, of any changes in point of contact, address, telephone numbers, web site address, electronic mail address, etc.
 - Annually review the appropriate DANTES chapter of Part III of the DANTES Examination Program Handbook (DEPH) on the web site to ensure compliance with the agency's program changes.
 - Provide the Manager, DANTES Certification Program once a year a report listing:
 - The number of military applicants tested at DANTES Test Centers using the DANTES Identification Number (i.e., 0001).
 - The number of examinations administered.
 - The pass/fail rate for military applicants.
 - The pass/fail rate for non-military testing population.
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Ordering

- Furnish DANTES test centers with certification examinations, occupational assessment examinations, instructions, and preparatory/readiness course materials upon receipt of applications for published certification examinations.
 - Score and evaluate the examinations at the same timeframes and using the same scoring methods as civilian examinations are scored, unless testing is made available to military personnel on demand.
 - Notify applicants in writing of examination results within three business days and provide certificates to completers within four weeks of completion.
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Fiscal Year 2007—Indefinite, Continued

Termination of MOU Neither party may terminate this MOU without giving 30 days advanced written notice.

Continuation of Services If either party terminates this MOU, DANTES has the right, at its option, to continue to receive examination and certification services for those military applicants from whom SpaceTEC has received payment. The terms and conditions on the effective date of the termination shall continue to apply to such applicants.

Note: Termination by either party will not be the basis for any special charge or claim by SpaceTEC other than as provided by the standard procedure for unpaid charges or fees for services already rendered.

Test Administration

When the certification examination is administered:

- Only authorized DANTES Test Control Officers (TCOs) may administer the written examination.
 - SpaceTEC sends the completed examination results to the TCO or an agency representative within three business days of completion.
 - The DANTES test center schedules written examinations for dates and times most convenient to TCO operations and coordinates with SpaceTEC STEs for the scheduling of oral and practical examinations for qualified applicants.
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Signatures

Signatures After signing, please return only the signature page to:

DANTES
Code 20F
6490 Saufley Field Road
Pensacola, FL 32509-5243

After the Director, DANTES signs the MOU; we will return it to you.

Signatures

Term: FY2007—Indefinite

Defense Activity for Non-Traditional Education Support

By:


Director, DANTES

Date:

5.7.07

SpaceTEC

By:


Signature

Date:

4-25-2007

Albert M. Koller, Jr., Executive Director

Name and Title

SpaceTEC: National Center for Aerospace Technical Education

Agency