



## **Instructions for using Stanard & Associates POST tests:**

- **Security Agreement:**
  - Please note it is the responsibility of the person who signs the security agreement to ensure that tests are kept in a secure place.
- **Receipt of Tests:**
  - When you receive your shipment of tests, please record the appropriate information on the packing list that is included and confirm the correct number of tests ordered. If there is any discrepancy, please call the OACP office immediately. The packing slip is to be returned with your score sheets and any unused tests.
- **Examiner's Manual:**
  - This manual is necessary to administer the tests and to score them. Please keep this for future testing.
- **Returning the tests:**
  - Please return the packing slip indicating your count of used and unused tests, along with all unused tests via a carrier that provides a tracking number (UPS, Fed Ex, etc.)
- **Billing/Payment** (*please note that these instructions have been updated as of May 2023*):
  - Agencies will only be billed for tests used, the Examiner's Manual(s), Study Guide(s) and the shipping & handling. **All tests are to be returned to the OACP office no later than 14 days after your test date. An electronic invoice will be sent after the order is shipped with a due date 20 days after your indicated testing date (or when the tests are shipped if no test date is indicated on form), to give adequate time to return any unused tests. Please send any unused tests back within 14 days so the invoice can be adjusted accordingly.**

If you have any questions, please email [Kayla@victorygrp.com](mailto:Kayla@victorygrp.com), or [Chloe@victorygrp.com](mailto:Chloe@victorygrp.com)