



NATIONAL VOCATIONAL TRAINING INSTITUTE

TESTING DIVISION

NATIONAL CLERICAL TRAINING COUNCIL (NCTC) AND NATIONAL TRADE TEST COMMITTEE (NTTC) EXAMINATIONS 2012

The National Clerical Training Council and the National Trade Test Committee Examinations shall be held throughout the country for both school and private candidates as mandated by Clerical and Secretarial Training Regulations L. I. 981 of 1974 and Trade Testing Regulation L. I. 715 of 1971 respectively as follows:

TRADE TESTS

MARCH SERIES

Proficiency Test for the General Public

Closing Date for Registration	-	17 th February 2012
Test Period	-	5 th – 30 th March 2012

MAY/JUNE SERIES (TRADITIONAL TRADE TESTS GRADE II & I & NCC)

For Vocational and Technical Institutions Only

Agric Institutions (Practical Only)

Closing Date for Registration	-	24 th February 2012
Tests Period	-	29 th May – 30 th June 2012 (Theory)
		31 st May – 29 th June 2012 (Practical)

SEPTEMBER SERIES

Proficiency Test for the General Public

Closing Date For Registration	-	27 th July 2012
Tests Period	-	3 rd – 14 th September 2012

NOVEMBER/DECEMBER SERIES (TRADITIONAL TRADE TESTS GRADE II & I & NCC)

For Vocational/Technical Institutions Only

For Agricultural Institutions (Theory Only)

Closing Date for Registration	-	28 th September 2012
Tests Period	-	20 th – 23 rd November 2012 (Theory)
	-	28 th Nov. – 7 th Dec. 2012 (Practical)
	-	5 th – 7 th Dec. 2012 – NATIONAL CRAFTSMAN CERTIFICATE (NCC)

FOUNDATION EXAMINATIONS

MAY/JUNE SERIES

Closing Date for Registration	-	18 TH May 2012
Theory Tests Period	-	26 th – 28 th June 2012
Practical	-	29 th June – 12 th July 2012

NOVEMBER/DECEMBER SERIES

Closing Date for Registration	-	9 th November 2012
Theory Tests Period	-	27 th – 29 th November 2012
Practical	-	29 th November – 13 th December 2012

SECRETARIAL EXAMINATIONS

MAY/JUNE SERIES

Closing Date For Registration	-	11 th November 2012
Examination Period	-	19 th – 22 nd June 2012

NOVEMBER/DECEMBER SERIES

Closing Date for Registration	-	26 th October 2012
Examination Date	-	4 th - 7 th December 2012

INFORMATION AND COMMUNICATION TECHNOLOGY EXAMINATIONS

MAY/JUNE SERIES

Closing Date For Registration	-	25 TH May 2012
Examination Period	-	5 th – 8 th June 2012

NOVEMBER/DECEMBER SERIES

Closing Date For Registration	-	16 th November 2012
Examination Date	-	11 th – 14 th December 2012

LATE ENTRY:

- 1. A PENALTY FEE OF 50% IS CHARGEABLE WITHIN ONE (1) WEEK AFTER THE CLOSING DATE OF REGISTRATION FOR EACH EXAMINATION SERIES**
- 2. NO ENTRY/PENALTY WILL BE ACCEPTED AFTER THE CLOSING DATE OF THE PENALTY PERIOD FOR EACH EXAMINATION SERIES**

EXAMINATION ONLINE REGISTRATION CARDS ARE OBTAINABLE AT THE FOLLOWING CENTRES:

REGIONAL OFFICE	ADDRESS	LOCATION	TELEPHONE NUMBER
GREATER ACCRA	BOX MB 21, ACCRA	PILOT TRG. INST. - KOKOMLEMLE	0302229571
CENTRAL	BOX 580, CAPE COAST	REGIONAL OFFICE (COMM'TY DEV)	0332133905
WESTERN	BOX 80, TAKORADI	TAKORADI VOC. TRG. INSTITUTE	0312023381
VOLTA	P.M.B., HO	LABOUR OFFICE - HO	0362025070
EASTERN	BOX 348, KOFORIDUA	DISTRICT OFFICE (COMM'TY DEV)	0342026211
ASHANTI	BOX 3953, KUMASI	LABOUR OFFICE - KUMASI	0322026282
BRONG AHAFO	BOX 2462, SUNYANI	WATER AND SANITATION OFFICE	0352028182
NORTHERN	BOX 53, TAMALE	LABOUR OFFICE - TAMALE	0372022511
UPPER WEST	BOX 22, WA	LABOUR OFFICE - WA	0392021389

ALL INFORMATION RELATING TO THE ABOVE SHOULD BE DIRECTED TO:

**THE COMMISSIONER
TESTING DIVISION
NVTI HEAD OFFICE
P. O. BOX MB 21
ACCRA**

TEL: 0302517436/0302518698/0302506890

N.B.:

ALL PRIVATE CANDIDATES AND INSTITUTIONS SHOULD NOTE THE FOLLOWING:

- It is mandatory to qualify in a particular level before proceeding to register for the next level.
- Original Certificates, Result slips or certified true copies of these documents should be submitted for verification at the regional offices before online registration.
- All photographs should be duly endorsed by a Senior Public Servant or a Reverend Minister before acceptance.
- Non-compliance of the above regulations would render a candidate's registration null and void at the time of processing the results.

FOR FURTHER INFORMATION, VISIT OUR WEBSITE: www.nvtighana.org