ENATIONAL

First and Second-Line Supervisor Tests - Pennsylvania



How to Complete Your Order Form

Following the directions given below, complete pages 3 and 4 via your computer directly in this PDF file. Once these pages are completed, principal and alternate signers must enter their digital signatures on page 3, save the file and email both pages along with required separate jurisdiction letter on agency letterhead to <u>testorders@pachiefs.org</u> at the Pennsylvania Chiefs of Police Association. Or you can print the completed order form, manually sign the agreement then scan and email the documents. Note: the most current version of Adobe Reader is required to use the fillable PDF option. Go to <u>www.adobe.com</u> for information.

GENERAL INFORMATION

Ship To: List the person who is authorized to receive the shipment of test materials. Be sure to provide the complete shipping address, including room, suite, or floor if needed. Most orders are shipped ground UPS and it is

critical to have accurate zip code information.

Bill To: List the person responsible for paying for the testing materials and their complete mailing address.

Individual Authorized to Receive Test Results:

If the test results should be sent to a person different than the contact listed in the shipping information section, please provide their complete mailing address.

TESTING INFORMATION

Requested Study Guide and Test Arrival Date:

List the date by which you wish to receive test materials. If no date is listed, materials will be shipped 2-3 days after receipt of order form. Note: Stanard & Associates, Inc. requires at

the minimum a 30-day study period for agencies using the exam.

Test Dates: Please list the actual dates that you will be administering the exam(s).

Test Results Date: Please indicate your preferred date for receiving the exam results. Turnaround time is

approximately 5-10 business days from the time Stanard & Associates, Inc. receives the completed tests; however this may vary according to volume. If there is a conflict

concerning your request date, Stanard & Associates will call to discuss.

PRICE GRIDS

Price Grids: Fill out the price grid appropriately for the type of test you are selecting.

SUBMISSION OF ORDER AND REQUIRED SECURITY DOCUMENTS

Please complete order form (page 4), signature page (page 3), and if from a Police Department create a formal letter on agency letterhead concerning the principle signer's responsibility for testing. Email all necessary documents to the Pennsylvania Chiefs of Police Association at testorders@pachiefs.org.

Pennsylvania First-Line Supervisor Test and Second-Line Supervisor Test Purchase and Test Security Agreement

Purpose

This agreement defines Stanard & Associate, Inc.'s (S&A) purchase and test security policy and procedures. It also explains how the test security guidelines are intended to protect the mutual interests of all public safety agencies and officials that use test materials obtained from S&A, as well as the interests of all persons who take such tests. In order that no person may gain special advantage by having improper access to the material, S&A requires that all users sign this agreement and fulfill its terms as a condition of making the test materials available.

- ✓ The Pennsylvania First- and Second-Line Supervisor Tests (PFLST/PSLST, hereafter) will be kept in locked files.
- ✓ This agreement applies to users of the PFLST/PSLST and PFLST/PSLST-related materials, including public safety agencies, employment agencies, or other entities that use the PFLST/PSLST to guide personnel decisions.
- ✓ Access to the PFLST/PSLST will be by authorized personnel only.
- ✓ PFLST/PSLST materials cannot be reproduced for any purpose.
- ✓ PFLST/PSLST will not be supplied to anyone for advance study or after the examination period.
- ✓ All test materials supplied by S&A under this agreement shall be and remain the property of S&A
- ✓ No official, staff member, consultant, or other agent of the named agency will loan, give, sell, or otherwise make available any S&A testing material to any other agency or unauthorized person.
- ✓ This purchase agreement can only be modified with written approval by Stanard & Associates, Inc. (S&A).

Payment

Full payment is due upon delivery of hard copy test results and invoice. Your agency will be invoiced by the Pennsylvania Chiefs of Police Association. Please direct invoicing-related inquires to your Association contact person.

Returns

All used and unused tests must be returned to S&A within 14 days of your test date. Your invoice will reflect all processed tests. No restocking fee will be added to you invoice for your unused tests. Study and administration guides can not be returned for credit. Your invoice will reflect fees for all tests, used and unused, if all test materials are not received within 14 days of your test date.

Shipping

All test materials must be packaged securely for shipping and a carrier with electronic tracking capabilities must be used (e.g., UPS or Federal Express.) If materials are returned damaged because of improper packing or are lost in transit, the user is solely responsible for all damaged or missing booklets.

Copyright and Test Security

No agency, licensee or end user of the PFLST/PSLST or PFLST/PSLST guides is authorized to publish, reproduce, or adapt these materials for any purpose or by any means, including photoduplication. Duplication of testing materials is strictly prohibited. Should any PFLST/PSLST materials become involved in legal proceedings, the user (1) will inform all parties to the legal proceedings of the terms of this agreement and all confidentiality provisions, (2) will immediately notify S&A in writing of the legal proceedings, and (3) will obtain an enforceable protective order to protect and secure the confidentiality of the PFLST/PSLST test and PFLST/PSLST-related materials and to limit and restrict disclosure to the fullest extent permitted by the court and court rules.

Use of the Test

PFLST/PSLST materials received from S&A will be used only for the official purpose of the named user. Under no circumstances will PFLST/PSLST materials be available for study, copying, photographing, reproduction or re-publication, in whole or in part. Only authorized persons will have access to test materials, and test materials will not be loaned, given, sold or otherwise made available to any unauthorized person. It is the user agency's responsibility to ensure that the hiring process, and all uses and applications of this exam, including cutoff scores, complies with all applicable laws, regulations and professional guidelines for employee selection. While S&A has completed a nationwide job analysis study demonstrating the job-relatedness of the PFLST/PSLST for its intended use, it is the exclusive responsibility of the user to obtain sufficient evidence that the skills measured by the PFLST/PSLST are valid job requirements.

Limitation of Liability

In no event will S&A be liable for any indirect, consequential, exemplary, or special damages arising out of this agreement or purchase or use of PFLST/PSLST products. The user agrees that S&A is not responsible for any liability or expense incurred by the user arising out of any claim asserted by any third party that relates to use of PFLST/PSLST test materials. S&A's total liability to the user of PFLST/PSLST test materials is limited to the user's total purchase price paid for the PFLST/PSLST test materials.

Authorized Signatory

The person signing this agreement on behalf of the user agency has the full authority to enter into this agreement on behalf of the user and is authorized to bind the user to the terms of this agreement. S&A reserves the right to require the signature on this agreement of any other officer, employee or agent of the user agency who is now, or later becomes, responsible for test administration.

Termination

S&A and the Pennsylvania Chiefs of Police Association have the right to terminate this agreement and withhold or recall PFLST/PSLST materials if terms and conditions of this agreement are believed to have been violated.

To maintain the reliability and validity of the PFLST/PSLST, the individual who signs this agreement accepts, on behalf of the agency, to comply with the terms and conditions of the purchase and security agreement.

Parties to the Agreement

The parties to this Test Security Agreement are Stanard & Associates Inc. and the public agency named below.

Principal Signer

On behalf of this agency, I accept and assure compliance with its terms and conditions:

Name of Principal Signer and Title (Please Print)	Date	Signature of Principal Signer
Agency Name	City	State
Agono, Namo	City	State
Telephone Number to contact regarding test scores		E-Mail
NOTE: Police personnel who are prin indicating they are the individuals res	. •	
Alternate Signers (Optional) On behalf of this agency, I accept this agreement and ass	sure compliance with its term	ns and conditions.
Name of First Alternate and Title (Please Print)	Date	Signature of First Alternate
Name of Second Alternate and Title (Please Print)	Date	Signature of Second Alternate

The Pennsylvania First-Line Supervisor and Pennsylvania Second-Line Supervisor Tests (PFLST/PSLST) Order Form

GENERAL INFORMATION

	Ship To:		Bill To:		
Name:	-		Name:		
Title/Rank:			Title/Rank:		
Agency:			Agency:		
Street Address, Room, Floor: (No P.O. Box)			Billing Address, Room, Floor:		
City, State			City, State		
& Zip: Phone:	E-Mail:		& Zip: Phone:	E-Mail:	
Ordered				I	
Ву:			☐ This is our agency's first PFLST or PSLST order ☐ Re-order		
Individual Autl	norized to Receive Test F	Results (if different	than shippir	ng information provided above):	
Name:		-		<u> </u>	
Title/Rank:			E-Mail Your Order To The		
Agency:			Penns	sylvania Chiefs of Police Association	
Street Address, Room, Floor: (No P.O. Box)			Email Order form and Security Documents TO: testorders@pachiefs.org		
City, State & Zip:				Far and state and 18747 000 4050	
Phone:	Email:		For assistance call: 717-236-1059		
TESTING INFO	PRMATION		<u> </u>		
Requested Stu	idy Guide and Test Arriva	al Date:			
Test Date(s): _	and		Test Res	ults Date	
Turnaround time	is approximately 5-10 working	g days from the time Si	tanard & Assoc	ciates, Inc. receives the completed tests; however te, Stanard & Associates, Inc will call to discuss.	
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PRICE GRIDS

Pennsylvania First Line Supervisor Test PFLST			
	Price	Quantity	Total
PFLST	\$100.00		
Study Guide*	\$ 10.00		
Administration Guide**	\$ 10.00		

Pennsylvania Second Line Supervisor Test PSLST			
	Price	Quantity	Total
PSLST	\$125.00		
Study Guide*	\$ 10.00		
Administration Guide**	\$ 10.00		

Subtotal***	
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Subtotal***	
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- * One study guide must be ordered for each test purchased.
- ** One administration guide must be purchased with each first order.
- *** Agencies are responsible for shipping and handling charges.



Data for Decisions in Management

To: Prospective Client

Re: Pennsylvania First Line and Second Line Supervisor Tests

We are pleased that you are interested in the Pennsylvania First Line Supervisor Test and/or Pennsylvania Second Line Supervisor Test.

If you should decide to use our test, be aware that your agency can obtain a set, or multiple sets, of the source materials and provide a place for the applicants to review them or the agency can require applicants to obtain their own set of materials. In fairness to the candidates, they should have a minimum 30 days to study from the time the materials arrive till the actual exam date. Most agencies provide 45 to 90 days for study time as additional time is always beneficial in allowing candidates to prepare for the exam. We believe this will reduce the likelihood of any candidate challenges and give all involved an equal opportunity to prepare for the test.

It is important to remember that source material arrival dates vary, although Amazon and Barnes and Noble say that they ship within 24-48 hours, the source books could take 14 days or more to arrive. This is dependent upon inventory and method of shipment (i.e. next day or ground service).

If you need additional information please call the Pennsylvania Chiefs of Police Association at 717-236-1059.