**NATIONAL COUNCIL ON LASER CERTIFICATION**
<https://LaserCertification.org> v2402

**EXAMPLE OF APPLICATIONS & PAYMENT INFORMATION SUBMITTED BY ASSOCIATES OR AFFILIATES
ON BEHALF OF STUDENTS / APPLICANTS**

Although any individual may make application for an NCLC Laser Certification by themselves, many are working through Associate or Affiliate programs of the NCLC that assist their students with these applications for the NCLC Laser Certifications. An Affiliate has an onsite appointed NCLC proctor to administer exams, while an Associate does not. Both help organize and submit applications to the NCLC on behalf of their students. This works well as an added benefit to their students and helps the process go smoothly. If you are submitting forms and applications on behalf of students, then they’ll also need to complete a consent form which you would send with the forms. That consent form is available at <https://lasercertification.org/NCLC%20Status%20Release%20Consent%20v23.pdf>.

This document shows examples of an Associates submissions on behalf of students for the laser certifications. You could do this in any way that works for you, provided that the forms and payments are completed. Individuals can do this for themselves but here are examples of an “Associate” doing it on behalf of their students so that things work more smoothly the first time around. I’ve redacted any specific individual and payment information just so that you can see the format of email and online communications without compromising the confidentiality of the applicant or Associate.

Eventually you’ll be able to submit all this online at the new International Laser Certification Registry at <https://nclc.clubexpress.com>, but for the foreseeable future you need to complete them offline and email them to us as attachments.

**SUBMISSION OF APPLICATION FORM & DOCS FOR CERTIFICATION**. May include just one student or multiple students. Application forms are available at <https://lasercertification.org/applications.html>.

*(Email submitted to* *admin@lasercertification.org**, or* *info@lasercertification.org**, or* *lisa@lasertraining.org* *)*

Dear xxxxx,

I would like to schedule an **Exam for Certified Aesthetic Laser Operator (CLO/A)** for the below student. Application Form ,NCLC Status Release Consent Form and Educational Background (Degree Certificates) is attached on this email. I already filled up the payment form. Below is the full name and email address of the student:

1. **XXXXXXX -**xxxxxxx@xxx.com

Kind regards,

**“Associate’s name and organization”**

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**ONLINE PAYMENT MADE ON BEHALF OF APPLICANT(S).
Payment page is located at** <https://lasertraining.org/NCLC/NCLC_Payments.php> **This may be done for each individually, or as a group payment for multiple applications.**

EXAMPLE COMPLETED FORM:
Values submitted from web site form:

IP Address : X.XX.XXX.XX

Name : **AFFILIATE/ASSOCIATE NAME** Address : **COMPLETE MAILING ADDRESS** Phone : +555555555555 Email Address : XXXXXXXX Email Confirm :XXXXXXXX Remarks : Exam fee is for CLO/A . Below is the full name and email address of the student:

Xxxxx xxxxxxxxxx – XXXXXXXX@XXX.COM Payment Method : MASTERCARD Amount Authorized : $$$ Cardholder Name : XXXXX XXXXX Credit Card Number : 123456789098765 Exp Date : 01/01 Security Code : 123

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***INFORMATIONAL NOTE – FEES CHARGED BY AFFILIATE/ASSOCIATE -***Although Affiliates/Associates may of course charge anything they want for their training programs; they may not mark up the price for the NCLC Laser Certification exams above what the NCLC charges (cost only). Affiliates will receive a fee back from that for physically proctoring the exam, while the associate will not because they don’t proctor exams. You must not communicate to the students/applicant that your course is the only way to obtain the NCLC Certification, nor that your course guarantees that they will pass the examinations. For required retests you should let them know that they can apply directly to the NCLC for retests or can schedule it through you. If they retest through you, you many not impose any additional requirements or fees for “remedial” training. You can offer that as an option, but the applicant should know that it is not a requirement and that they may apply directly to the NCLC at the reduced retesting fee.

***INFORMATIONAL NOTE – AUTOMATIC ENROLLMENT OF STUDENTS FOR NCLC ONLINE PRACTICE EXAMS***
As an Affiliate or Associate, if you are also utilizing the accredited online training courses for Aesthetic Laser Procedures or Laser Hair Removal, then your students will be automatically enrolled in the corresponding NCLC online laser practice exam at no charge. They do not need to complete that online application form nor make a payment. After the successful completion of their online course the system will automatically enroll them in the practice exam and send them an invitation email to start. Once they are enrolled, they have 30 days to practice as many times as they like in the automatically graded practice exams. When they finish and want to start fresh again, they must go back to their course dashboard, select that practice exam module, and then “reset” it. That clears all their previous answers and lets them start fresh again.

If you are not utilizing the accredited online training courses of Professional Medical Education assn, then they can still register for and complete the online practice exams, but they’ll need to register and pay for those. The registration/payment page is at <https://lasercertification.org/Practice-Exams.php>.

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