Dear [Name],

I am requesting approval for institutional membership into the National College Testing Association (NCTA).

NCTA is a non-profit organization of testing professionals working in post-secondary institutions. It is dedicated to the promotion of professionalism and quality in the administration of testing services and programs, including issues relating to test administration, test accessibility, test development, test scoring, assessment and test security.

NCTA currently has more than 2,300 members, representing over 600 post-secondary institutions and continues to grow. The organization maintains a comprehensive set of standards for testing centers administering paper-pencil and computer-based examinations, as well as a compilation of useful operational guidelines and resources. Communication and professional development are promoted through an active mailing list, the *Journal of the National College Testing Association*, webinars and projects advancing the mission of the organization.

NCTA’s mission includes:

* Enhancing professional testing practices
* Offering opportunities for professional development
* Encouraging professional support activities
* Advancing collaborative efforts among testing professionals, testing companies, and other policy-making agencies.

In addition, NCTA hosts an annual conference and provides opportunities for professional networking, valuable information on technical and operational developments related to testing, and chances to interface with representatives from all of the major testing companies.

Thank you in advance for considering this request and for your support in giving me the opportunity to learn from other administrators and experts in the field that will enrich our testing services.

Sincerely,

[Name]