



## Your NCTA Monthly Quick Bites for December 2025

“Success is the sum of small efforts, repeated day in and day out.” — Robert Collier



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### **A Message of Gratitude from the NCTA Governing Board**

On behalf of the NCTA Governing Board, we would like to extend our sincere appreciation to all our members. Your continued engagement and dedication help strengthen our community and advance the field of testing and assessment.

Thank you for contributing your insights and expertise through the listserv discussions. Thank you for upholding professionalism in your work each day. And thank you for your commitment to ongoing learning—whether by attending webinars, participating in conferences, or sharing knowledge with colleagues across the organization.

Your involvement fuels our progress and enriches the NCTA community. We are grateful for all that you do.



**Get excited—the wait is officially over! Submit your NCTA Program Session Proposals starting December 1!**



**Inspire your colleagues!** Submit your educational program proposal to present at the NCTA National Conference in September 2026. Share your professional knowledge and spark meaningful conversations about testing, staffing, office management, accommodated testing, emerging technologies, and more.

Feeling unsure about presenting? Team up with a coworker or collaborate with another testing professional from a different institution. There's always someone eager to partner and help bring a great presentation to life!

[Click here to submit your proposal today!](#)

**Celebrate Ugly Sweater Day with NCTA!**



Mark your calendars—**Ugly Sweater Day is December 17, 2025!**

We invite all NCTA members to pull out their brightest, boldest, and most wonderfully tacky holiday sweaters and join in the fun.

This lighthearted celebration is a great way to:

- Build community spirit among NCTA members
- Commemorate the holiday season together
- Generate fun, shareable social media content to showcase this festive time

Snap a photo of you (and your colleagues, if you'd like!) in your ugly sweater and **email it to:**

[membership.engagement@ncta-testing.org](mailto:membership.engagement@ncta-testing.org)

Selected photos may be featured in future NCTA communications and on our social media channels. Let's spread some cheer and show off the festive side of our testing community!

## **NCTA Grants Program Updates**

**\*\*\*NCTA Grants Application Window Opens Soon**

The National College Testing Association (NCTA) is excited to announce that applications for the 2026–2027 grant year will open on January 5, 2026, and close on March 13, 2026.

NCTA offers a variety of grants designed to support initiatives that advance the field of testing and assessment. Whether you're launching a new project, conducting research, or supporting professional development, now is the perfect time to start planning your proposal!

### \*\*\*Virtual Q&A Office Hours

To help members prepare, the NCTA Grants Committee will host Virtual Q&A Office Hours. This is a relaxed, drop-in space to ask questions, exchange ideas, and get real-time guidance from committee members. Join anytime and stay as long as you'd like!

#### Upcoming Topics:

- **Next Steps:** Tips for strengthening your proposal | Friday, February 13, 2026 | 2-3:00pm EST  
**Join here:** <https://meet.google.com/ptr-njcd-eob>
- **Finishing Touches:** Final prep before you submit | Friday, March 6, 2026 | 2-3:00pm EST  
**Join here:** <https://meet.google.com/ptr-njcd-eob>

*If your institution restricts access to Google Meet, please email the Grants Committee at [grants@ncta-testing.org](mailto:grants@ncta-testing.org), and we will arrange an alternate platform to meet with you.*

**Learn more and explore grant opportunities:** [NCTA Grants Program webpage](#)

**Questions?** Contact us at [grants@ncta-testing.org](mailto:grants@ncta-testing.org).

We look forward to seeing your innovative ideas come to life!





## **Brewing Connections: SIG coffee Dates and Member Insights**

Thank you to all who attended the recent NCTA Special Interest Group Coffee Date which highlighted the **Emergency Preparedness SIG!**

Mark your calendar and join us for the Next Coffee Date:

**Date: February 19, 2026**

**Time: 3 pm-4 pm EST**

**Focus: The SIG- Universal Access - will be highlighted during this Coffee Date**

**A zoom link will be sent closer to the coffee date**

Online Learning SIG will be highlighted in June 2026

Management SIG will be highlighted in September 2026

Grab your coffee and come join us for relaxed conversation and collaboration!

## **NCTA Proctor Certification**

**SAVE THE DATES FOR THE NEXT TESTING WINDOW!**

February 16-March 20, 2026

Registration Deadline: January 15, 2026

Accommodation Request Deadline: December 18, 2025

[Registration opens on December 1st](#)



### **Newly Certified and Recertified Test Centers**



Congratulations to our newly certified and recertified test centers. Your commitment and hard work are truly commendable.

**Initial**

- Florence Darlington Technical College

### Recertification

- Sam Houston State University
- Temple University
- University of Arkansas Little Rock

### From the Desk of the Chair, Finance Division



### NCTA W-9 Form Update Release – 1 February 2026

**Reminder:** NCTA no longer accepts Purchase Orders (POs).

**Changing your payment option.** Do you need assistance establishing the ACH or EFT payment process for your institution? Contact NCTA Finance by emailing [treasurer@ncta-testing.org](mailto:treasurer@ncta-testing.org)

### Membership Renewal – Make it a Timely Event

Avoid the headache of not being able to access your NCTA account. Pay your membership dues before your account enters the **Grace Period**. Here's what you need to know about your membership dues status.

\*\*Your membership **renewal date** is on the 12-month anniversary of your NCTA enrollment date.

\*\*You will receive membership **renewal notices** every 30 days for 60 days prior to your **membership expiration**.

\*\*Once your membership **expires**, it will enter the **Graced Period** for payment submission on the 1<sup>st</sup> day following your membership expiration

\*\*Your membership will be kept in the **Graced Period for no more than 30 days**, at which time your membership will become **Lapsed** and you will immediately **lose access** to your NCTA account.

**Unable to Access an Open Invoice?** Email [treasurer@ncta-testing.org](mailto:treasurer@ncta-testing.org) for assistance if you have questions or concerns involving fees and payments.

## NCTA Digest

Welcome our new NCTA Digest Editor, Eric Jensen, Testing Supervisor at Utah State University! Keep an eye out for upcoming calls for volunteers to join the NCTA Digest Committee, as well as calls for submissions. We'll be seeking articles, opinion pieces, book summaries or reviews, and research reviews—your voice and expertise are encouraged!



## NCTA Volunteer Opportunities



NCTA relies on the dedication of its members to support key programs and services. Several volunteer roles are currently under review, offering opportunities to contribute your expertise and strengthen our community.

### Conference App Committee Member

**Professional Development Division | 11–25 hrs/month**

Help support the setup, accuracy, and live operation of the MobileUp conference app. Ideal for tech-savvy

members who are comfortable troubleshooting, collaborating under pressure, and assisting attendees during the conference.

## Test Center Certification Team Member

### Professional Services Division | 5–10 hrs/month

Serve as an advisor or evaluator in the Test Center Certification process. Volunteers review applications for completeness, accuracy, and compliance with NCTA Professional Standards and Guidelines and collaborate with the TCCC on continuous improvement.

## Continuing Education (CE) Committee Member

### Administration Division | 5–10 hrs/month

Review CE submissions from NCTA members, verify documentation, attend monthly meetings, and support the quality and consistency of the CE evaluation process.

[Click here to apply today!](#)

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### Connect With Us:

If you have items to contribute to *Quick Bites* that are of benefit to all members of the NCTA organization, please share them with the Administration division chair at [administration.division@ncta-testing.org](mailto:administration.division@ncta-testing.org).

