

Quick Guide: Test Site Approval



Test Sites are defined by the structure or level of testing and data reporting needed. (e.g., institution level, department/campus level, or instructor/teacher level). Test sites are NOT defined by the actual physical testing location or facility. The assessment portal and data results will be grouped by the level at which the test site is defined.



Navigate to AAFCS Website (www.aafcs.org)

Click on blue "Pre-PAC" button to access the Pre-PAC Management System

Click on "1 - Apply to be a Testing Site"



Complete the Online Test Site Application Form

Provide name and contact information for person completing the application.

Choose "Standard Application" or "Multi-Site Application"

Standard Application



Provide Test Site Name and Contact Information

Select Program Type (Secondary, Post-Secondary or Industry)

Identify Test Site Administrator and Test Site Coordinator**

Share Accounts Payable/Billing Contact for Test Site

Multi-Site Application



Provide Name and Contact Email for Test Site Administrator** of the multiple sites

Select Program Type (Secondary, Post-Secondary, or Industry)

Complete Multi-Site Contact Form (Must provide separate name(s)/email(s) for each site)

Email Multi-Site Contact as attachment to pre-pac@aafcs.org

**** NEW POLICY for 2025 - 2026 ****

One person MAY NOT serve as both Test Site Administrator and Test Site Coordinator for a site(s).

Test site(s) must identify different individuals to serve in these roles.



Agree to Security and Assessment Stipulations

Click "YES" to confirm stipulations read and to agree to stipulations.



Submit Application

Accept authority for testing

Sign by the Test Site Administrator



Receive Test Site Approval Confirmation with Site Code & Credentials

Email "Test Site Approval" sent to Test Site Administrator and Test Site Coordinator

"Test Site Credentials" attached to email (please keep for future reference)



pre-pac@aafcs.org



703-636-7641



www.aafcs.org/pre-pac