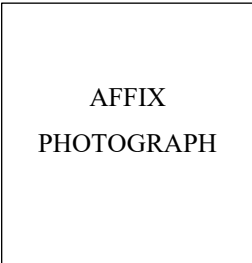


**MINISTRY OF TERTIARY EDUCATION AND SKILLS TRAINING  
NATIONAL EXAMINATIONS COUNCIL**

**FOR  
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING  
APPLICATION FORM FOR LEVEL II (CRAFT) EXAMINATIONS  
PRIVATE CANDIDATE 2026**



The National Examinations Council invites nationals of Trinidad & Tobago to register for Level II (Craft) Examinations in the following Courses:

- |   |   |
|---|---|
| 1. Air Conditioning and Refrigeration Craft               | 5. Shorthand (Single Subject) – 80 and 100 words per minute |
| 2. Auto and Diesel Craft                                  | 6. Typewriting (Single Subject) – 60 words per minute       |
| 3. Electrical Installation Craft (Electrical Wireman)     |   |
| 4. Electrical Installation Craft (Industrial Electrician) |   |

**Please read the guidelines overleaf carefully. Application forms which are not completed in accordance with these guidelines will NOT be processed.**

Candidates must indicate which Centre they will prefer to write Examinations in Trinidad and Tobago:

Please tick the appropriate box (✓)

Diego Martin       Pleasantville       Penal       Tobago

**GENERAL INFORMATION:**

**Two (2) passport sized photographs certified by the Recommender are to be submitted  
Forms to be submitted in DUPLICATE**

<b>NAME (BLOCK LETTERS)</b>	<b>SURNAME:</b>	<b>FIRST NAME:</b>	
<b>DATE OF BIRTH:</b>	<b>BIRTH PAPER PIN #:</b>	<b>ID/PP/DP #:</b>	
<b>POSTAL ADDRESS:</b>			
<b>CONTACT #:</b>		<b>EMAIL:</b>	
<b>LAST INSTITUTION ATTENDED:</b>			
<b>HIGHEST LEVEL OF QUALIFICATION ATTAINED:</b>			

**APPLYING TO WRITE: (SEE OVERLEAF FOR SUBJECTS IN COURSES)**

COURSE	SUBJECTS
	1.
	2.
	3.
	4.
	5.
	6.
	7.

**FEE PAYMENT:**

I attach my receipt No. \_\_\_\_\_ for \$ \_\_\_\_\_ which represents payment for entry fee and \_\_\_\_\_ subjects.  
(See Fee Structure Overleaf).

\_\_\_\_\_  
DATE OF APPLICATION

\_\_\_\_\_  
APPLICANT'S SIGNATURE

**REFERENCE:**

Name: \_\_\_\_\_ Status/Rank: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

**PRIVATE CANDIDATE****GUIDELINES REGARDING REGISTRATION FOR EXAMINATIONS****ELIGIBILITY:**

**Private Candidate** is one who has never been certified at the Craft Level and above.

Applicant must:

- be at least 25 years old and possess a minimum of 5 years work experience in the field.
- OR**
- be at least 18 years old and possess a Level I (Pre-Craft) certification or equivalent, with a minimum of two (2) years work experience in the field.

All applicants must provide documentary proof of work experience and may be required to attend an interview at the NEC's office, Ministry of Education Tower A Level 11.

**The following documents must be attached to this application form:**

- ✓ A letter of Recommendation from present or past employer certifying your work experience / copy of your Level I certificate or equivalent.
- ✓ 2 passport sized photographs **certified by the Recommender.**
- ✓ The original receipt (please retain a copy) for payment of fees with the name of the course and subject(s) written at the back.
- ✓ A copy of the birth certificate with affidavit (where necessary).
- ✓ A copy of National Identification (ID, DP or Passport)
- ✓ Duplicate of signed application form

**Deadline for submission of application with receipt: **Wednesday 25<sup>th</sup> March, 2026.****

**COURSES AND SUBJECTS:**

1. **Air Conditioning & Refrigeration** – Applied Mathematics, Applied Science, Technical Drawing and Blueprint Reading, Electrical Theory, Workshop Theory and Practice, Air Conditioning and Refrigeration Theory and Communication.
2. **Auto and Diesel** – Applied Science, Auto Vehicle Technology I, Auto Vehicle Technology II, Applied Mathematics, Technical Drawing and Blueprint Reading and Communication.
3. **Electrical Installation (Electrical Wireman)** – Applied Science, Electrical Drawing and Blueprint Reading, Electrical Theory, Applied Mathematics and Communication.
4. **Electrical Installation (Industrial Electrician)** – Applied Science, Electrical Drawing and Blueprint Reading, Electrical Theory, Applied Mathematics and Technical English.
5. **Shorthand (Single Subject)** – 80 words per minute.
6. **Typewriting (Single Subject)** – 60 words per minute.

**FEE PAYMENT: To be paid at any District Revenue Office in Trinidad & Tobago.**

**LEVEL II (CRAFT) COURSES:      Entry Fee: \$25.00      Fee per Subject: \$15.00**

**NOTE: The original receipt must be attached to this application form. Please write the name of the course and subject(s) at the back of the receipt for payment of fees.**