

## ASSEMBLY

**Q: Where in the portfolio instructions are the various forms and cover sheets located?**

**A:** All the forms and cover sheets needed to assemble your entry can be found toward the end of Part 2 of the Portfolio Instructions. Please refer to the Table of Contents for your certificate area.

**Q: I have extra bar code labels, what are they for?**

**A:** Do not worry if you have extra participant bar code labels. Additional labels are provided for use only if needed.

**Q: On the Attestation Form, should I put a bar code label over the preprinted bar code on the bottom of the page?**

**A:** No. Please do not cover the preprinted bar code on the bottom of the Attestation Form because that bar code is scanned by NBPTS to document receipt of your signed Attestation Form. Write your participant ID or affix one of your participant bar code labels in the box at the top right corner of the page so we can properly identify the form as yours.

**Q: If I run out of bar code labels, can I create my own labels or handwrite my participant ID?**

**A:** You may create your own labels that show your participant ID or you may handwrite your participant ID where indicated.

**Q: My bar code labels have my old initials, what should I do?**

**A:** The initials on your participant bar code labels will not impact the receipt or scoring of your entry.

**Q: How should my DVD be labeled?**

**A:** Use a black permanent marker to write your participant ID number, certificate area number, and the acronym for your certificate area (e.g. EC/GEN) on the non-data side (non-shiny side) of the DVD. Do not place any type of label directly onto the DVD.

**Q: When labeling my DVD, where do I find my certificate area number?**

**A:** Your certificate area number can be found on the top left-hand corner of any label used for your entry envelope and on the CD label included in your kit.