

NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES®

sponsored by the National Society of Professional Engineers

1420 King Street • Alexandria, Virginia 22314-2794 • 1-888-IS-NICET



EMPLOYER CHANGE

If your employer paid for the examination confirmed by this notice with a company check and you are NO LONGER EMPLOYED by that company, it is probable that your exam will not be at the test site. NICET will NOT notify you that your former employer has transferred the exam fee payment to another person. IT IS YOUR RESPONSIBILITY TO ESTABLISH WITH YOUR FORMER EMPLOYER IF THE EXAM PAYMENT HAS BEEN OR WILL BE TRANSFERRED TO ANOTHER PERSON.

For further details contact us by calling 1-888-IS-NICET, ext 115.



RESCHEDULING AN EXAM

There are two ways of rescheduling examinations. One way is to defer the exam - there is no cost, but only one deferral is allowed. The other way is to POSTPONE the exam - the cost is \$90.00 for each postponement. For complete details consult Policy 24 on our website at www.nicet.org.

Caution: If you do not show up for your scheduled exam and you do not request postponement, you will be considered a NO-SHOW. As a No-Show, your original application for this exam will be deleted and a completely new application accompanied by the full exam fee of \$180.00 will be required to schedule a replacement exam.

DEFER

This examination may be deferred to another test date only if all three of the following conditions are met:

1. This exam has not been deferred previously.
2. A telephone call is made to NICET prior to the cutoff time.
3. An exam deferral request form is received by NICET prior to the cutoff date.

The telephone call condition must be met by calling 1-888-IS-NICET, ext 115 no later than 11:59 pm of the 19th day before the scheduled test date of this examination. Provide the person who answers (or their voice mail box) the following information:

1. Your name.
2. The test center code number and date for the exam you cannot take - this information is given at the top right of the first page of this notice just below the date the notice was issued.

Messages left elsewhere in the telephone system will not fulfill the above requirement.

The written request must be on the form that follows and it must be received at the NICET office not later than the 17th day before the scheduled test date. Cut out the form and deliver it to the address shown.

Exam Deferral Request

Please defer my scheduled exam from: _____ at _____
month/day/year test center code

to: _____ at _____
month/day/year test center code

I understand that a new confirmation notice will be mailed to me approximately 60 days before the requested test date if the capacity of the test center has not been exceeded.

signature

name (print)

date

ship to: NICET Exam Defer
1420 King Street
Alexandria VA 22314-2794

