



NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES®

sponsored by the National Society of Professional Engineers
1420 King Street, Alexandria, Virginia 22314-2794
888-476-4238 or 703-548-1518
www.nicet.org



Exam Rescheduling Request Form

Use this form to reschedule your NICET exam. Depending on how far in advance you submit this form, you may have to pay a rescheduling fee.

Name: \_\_\_\_\_
Print Your Name NICET ID No. (or SSN)

I would like to reschedule my exam from: \_\_\_\_\_ at \_\_\_\_\_
month/day/year test center code
to: \_\_\_\_\_ at \_\_\_\_\_
month/day/year test center code

An exam can only be rescheduled twice (2 times) per NICET Policy #24. The rescheduled exam must be taken within 8 months of the initially scheduled test date or all fees paid will be forfeited.

If you send this form to NICET at least 19 days before the originally scheduled test date, no fee is required. You must complete BOTH of the following.

- (1) Call 888-476-4238 (703-548-1518) ext 111, and provide the staff person with your name and the originally scheduled test center code number and date (found at the top right of your confirmation notice). If no one is available to take your call, then leave a voicemail at ext 111.
(2) Fax this form to 703-682-2756 or mail (POSTMARKED at least 19 days before test date) to:

NICET Exam Rescheduling
1420 King Street
Alexandria, VA 22314 – 2794

If you are notifying NICET from 18 days or fewer before the originally scheduled test date up to 5 business days afterward, you must complete BOTH of the following:

- (1) Call 888-476-4238 (703-548-1518) ext 111, and provide the staff person with your name and the originally scheduled test center code number and date (found at the top right of your confirmation notice). If no one is available to take your call, then leave a voicemail at ext 111. You must contact NICET by phone no later than five business days after the originally scheduled exam date.
(2) Mail this form with a check for the payment of the Exam Rescheduling Fee (the fee amount can be found at www.nicet.org/candidates/fees.cfm). This form must be POSTMARKED no later than the 10th business day after the originally scheduled exam date. Mail to:

NICET Exam Rescheduling
c/o Bank of America
Dept 0037
Washington, DC 20055

If you fail to notify NICET within five business days after the test date, your exam will be canceled and all fees paid will be forfeited. To test, you must submit a new application and another full examination fee.

I certify that I have read and understood the instructions for this rescheduling form and I accept the conditions set forth within.

Signature

Date

Your signature and the date must appear above; otherwise this application will not be accepted.