



EXAM RESCHEDULING REQUEST FORM: PEARSON VUE

To reschedule your exam – **FREE OF CHARGE** – to another date within your eligibility schedule, you must call Pearson VUE at 1-866-880-0048. **A minimum 24 hours notice, before the scheduled exam, is required.**

If you need to reschedule within 24 hours (up to 5 days after) of your scheduled exam, the following conditions must be met:

- 1. Call 888-476-4238 ext 110 and provide your name, your NICET ID number, and the originally scheduled test date and/or eligibility schedule.** If no one is available, leave a voicemail indicating you wish to reschedule your computer-based examination. After receiving your request NICET will arrange, within 3 business days, for you to pay the rescheduling fee electronically by accessing your records online.
- 2. Submit the rescheduling fee.** Please visit [NICET's Fee page](#) to determine the appropriate fee due. A rescheduling fee, equivalent to the cost of the scheduled exam, is due if:
 - a. Submitting a rescheduling request within 24 hours (up to 5 days after) the originally scheduled exam, and/or
 - b. Rescheduling the exam for a date outside of the original assigned eligibility schedule.
- 3. Submit the Exam Rescheduling Request Form.** Please e-mail this form to reschedule@nicet.org OR mail the form to:

Via U.S. Postal Service:
 NICET
 c/o Bank of America
 PO Box 4188651
 Boston, MA 02241-8651

Via FedEx, UPS:
 NICET
 c/o Bank of America Lockbox Services
 Lockbox 418651
 MA5-527-02-07
 2 Morrissey Blvd.
 Dorchester, MA 02125

The maximum number of NICET-rescheduled exams is two per exam. See [NICET Policy #24](#).

Name: _____ **NICET ID¹:** _____
Confirm e-mail: _____ **Program Name & Level:** _____
I would like to reschedule to the following testing window: _____

Please note you may only schedule an exam up to six months from submission date of this form.

Once the conditions above are satisfied, NICET will send you a new eligibility notice to schedule your exam with Pearson VUE. If you submitted your Experience Application Package with your original application to test, no other forms are due at this time. If you did not submit the Experience Application Package, please visit NICET's website for further information, <http://www.nicet.org/candidates/forms.cfm>.

By submitting this form electronically, you are agreeing that you have read and understood all instructions and accept conditions set forth within. For the purpose of electronic processing, an electronic signature constitutes the same as a handwritten signature. Individuals who are mailing the form must sign and date below.

 Signature² _____
 Date

¹Found on your eligibility notice.
²Forms submitted by mail must include your signature and date (preferably in blue ink); otherwise this application will not be accepted.