



Exam Rescheduling Request Form - Video Security Systems

To reschedule your exam--free of charge--to another date within your eligibility date range, you must call Prometric at 866-846-6311 by noon Eastern Standard Time two business days before the originally scheduled test date.

The following conditions will require the submittal of this form and the Examination Rescheduling Fee:

- Submitting a rescheduling request after 12:00 noon (Eastern Standard Time) two business days before the originally scheduled exam (up to five business days after the test)
Scheduling the exam for a date that falls outside of the assigned range of eligibility dates

Name: _____
Print Your Name NICET ID No. (found in your Confirmation Notice)

Has your e-mail address changed since your application was submitted?

- No
Yes. New e-mail: _____

An exam can only be rescheduled twice (2 times) per NICET Policy #24.

I would like to (choose one):

- reschedule my exam to another date that falls within my eligibility date range.
Scheduled test date: _____ Eligibility date range: from _____ to _____
You must contact NICET by phone no later than 5 business days after the originally scheduled exam date. This form must be POSTMARKED and mailed not more than 5 days after the scheduled test date.
schedule my exam for a date that falls outside my eligibility date range.
Current eligibility date range: from _____ to _____
Begin new 90-day eligibility window: []ASAP OR []begin on date: _____.
The new date range must begin not more than eight months after the beginning of the original date range. You must contact NICET by phone no later than 5 business days after the end of the original date range. This form must be POSTMARKED not more than 30 days after the end of the original date range.

You must complete BOTH of the following:

- (1) Within the time limit indicated above, call 888-476-4238 (703-548-1518) ext 113, and provide the staff person with your name, your NICET ID number, and the originally scheduled test date and/or eligibility date range. If no one is available to take your call, then leave a voicemail at ext 113.
(2) By the postmark indicated above, 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). Mail to:

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

NICET will contact you with directions for rescheduling your exam.

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