



EXAM RESCHEDULING REQUEST: PEARSON VUE

To reschedule your exam – **FREE OF CHARGE** – to another date within your eligibility date range, you must have time remaining within your eligibility date range and call Pearson VUE at 1-866-880-0048 a minimum of 24 hours before the originally scheduled test date.

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

- 1. 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

- 2. Submit the rescheduling fee.** To find out the appropriate fee due, please visit [NICET's Fee page](#). You must submit the appropriate exam fee due, as listed under the pricing guide for your CBT Examination **IF**:
 - a. Submitting a rescheduling request within 24 hours (up to 5 days after) the originally scheduled exam, and/or
 - b. Scheduling the exam for a date outside of the original assigned eligibility date range.

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.