

# Application Processing Request for In-Facility Testing

## Part I Notification of Testing

**Instructions:** When your training program is prepared to schedule a testing date for your CNA applicants, complete Part I of this form to notify us of your requested test dates. Fax or mail the form to our DE team at **(800) 813-6670**. Use a separate form for each testing date. A minimum of six candidates is required for testing.

Name of DE Approved Training Program		
Mailing Address		
<hr/>		
City	State	Zip Code
Address of Testing Location ~ONLY COMPLETE IF DIFFERENT THAN MAILING ADDRESS~		
<hr/>		
City	State	Zip Code
Training Program Coordinator/Instructor	Requested Testing Date	
	Option #1	
Training Program Contact Info:	Option #2	
Phone #                      Fax #	Option #3	
Email Address	# of candidates	
Note: Each NAE can only test 8 candidates on a scheduled event. If you are testing more than 8 candidates several different days must be requested on separate forms. If you site has been approved to test more than 8 candidates please alert us to this information in adjoining box.		

## To Be Filled out by Prometric

Training Program Test Code	Testing Date
----------------------------	--------------

## Part II Group Processing Request

**Instructions:** All requests must be received 30 days before requested testing. Prometric will fax a confirmation with test date and site code for the applications back to the facility. Candidate applications and testing fees must be received by Prometric a minimum of **fifteen business days** before the scheduled test date, completed. The facility requesting testing must submit the applications in a batch, attaching this form as the cover page, ensuring Part I is completed. Testing fees may be paid by facility check, money order, credit card, or certified cashier's check made payable to Prometric. A facility check for the group is allowed. If individual payments are made, the candidate's name must appear on each money order/certified/cashier's check. Cash and personal checks are not accepted. *Testing fees are nonrefundable and nontransferable.* Candidates that do not show up for testing or candidates that cannot be admitted to testing (e.g., lack of ID) will forfeit entire testing fees.

DE Nurse Aide Program - IFT  
 Prometric  
 1260 Energy Lane  
 St Paul, MN 55108

If using traceable delivery to mail applications, we do not recommend using USPS certified mail if you are trying to ensure delivery in an expedient timeframe.

**Note:** Individual candidates can be rescheduled for another testing date if the request is made before five-business days preceding the scheduled test date as long as a minimum of 6 candidates remain scheduled for the test date or the facility is paying for a minimum of 6 students to test. All candidates may be rescheduled with a \$25.00 fee. To reschedule a candidate, call 866.499.7485.