

Request for In-Facility Testing



Part I – Request for Testing

Instructions: When your facility is prepared to schedule a testing date, complete Part I of this form. Use a separate form for each testing date you are requesting. All requests must be received by Prometric 10 days before requested test date. Prometric will fax or email test date confirmation information back to the facility.

Name of New York Approved Training Program		
Mailing Address		
City	State	Zip Code
Address of Testing Location (only complete if different from the mailing address)		
City	State	Zip Code
Training Program Coordinator/Instructor Name		Facility Contact Email Address
Facility Contact Phone Number		Facility Contact Fax Number
Email Address		
Requested Testing Date: Option #1	Option #2	Option #3
Note: Each NAE can test only eight candidates per day. If you have more than eight candidates, you must fill out a separate request form and request another test date. If your site has been approved to test more than eight candidates per day, please alert us to this information in adjoining box.		Number of Candidates to be Tested (a minimum of four candidates is required)

To be completed by Prometric:

Training Program Test Code	Testing Date
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Part II – Group Processing Request

- Completed candidate applications and test fees must be received by Prometric a minimum of 10 business days before the scheduled test date.
- The facility requesting testing must submit the applications in a batch, attaching this form as the cover page.
- The facility must also have a completed In-Facility Testing Agreement (Page 33) on file with Prometric.
- Test fees may be paid by facility check, money order, or certified cashier's check made payable to NY Commissioner of Health. A facility check for the group is allowed, but must be in the amount for the candidates testing on a specific day only and all candidates' names must be on the check. 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. Test fees are nonrefundable and nontransferable.
- It is the responsibility of the In-Facility site to notify candidates of their scheduled test day. Candidates who do not show up for testing or who are not admitted to testing because they arrived late or had insufficient identification will forfeit their testing fees. Rescheduling procedures are explained on Page 8 of the NYS Certification Program Manual.

Mail Request for In-Facility Testing materials to: Prometric, Attn: NY NA IFT Processing; 1260 Energy Lane; St. Paul, MN 55108. If are trying to ensure delivery in an expedient timeframe, we do not recommend using USPS certified mail. **Or FAX** materials to 800.813.6670.