

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 AR Administration Team at 800.813.6670. Use a separate form for each testing date.

Name of AR Approved Training Program	
Mailing Address	
City	State Zip Code
Address of Testing Location ~ONLY COMPLETE IF DIFFERENT THAN MAILING ADDRESS~	
City	State Zip Code
Training Program Coordinator/Instructor	Requested Testing Date
Training Program Contact Info: Phone # Fax #	Option #1
	Option #2
Email Address	Option #3
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.	# of candidates

To Be Filled out by Prometric

Training Program Test Code	Testing Date
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Part II Group Processing Request

Instructions: All requests must be received 30 days before requested testing. Prometric will fax a confirmation with test date 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, or certified cashier's check made payable to Prometric. A facility check for the group is allowed, but must be in the amount for the candidates testing that day only and must have all candidates' names 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. *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 their testing fees.

AR Nurse Aide (IFT Testing)
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. Candidates may not be added with out the receipt of a completed application and testing fees. To reschedule a candidate, call 800.818.8917.