

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 CT team at **(800) 813-6670**. Use a separate form for each testing date. A minimum of eight candidates is required for testing.

Name of CT 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	
	Option #1	
Training Program Contact Info:	Option #2	
Phone # Fax #		
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 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.

**CT Nurse Aide Program
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 8 candidates remain scheduled for the test date or the facility is paying for a minimum of eight students to test. All candidates may be rescheduled with a \$25.00 fee. To reschedule a candidate, call 866.499.7485.