



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. Log into your [Pearson VUE account](#) OR call Pearson VUE at 1-866-880-0048 a minimum of 24 hours before the originally scheduled test date.

If you need to reschedule outside of the above parameter, you must submit the following:

- 1. **This Exam Rescheduling Request Form.** Please e-mail this form to test@nicet.org OR mail the form to:

Testing Services
c/o NICET
1420 King Street
Alexandria, VA 22314

- 2. Once your request has been received, NICET will provide instructions on how to submit the rescheduling fee (1/2 the price of the exam fee)

The maximum number of NICET-rescheduled exams is two per exam. See [NICET Policy #15](#).

Name: _____ NICET ID¹: _____

Confirm e-mail: _____ Program Name & Level: _____

I would like my testing window to start (date): _____

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 authorization 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, however, your submittals will not be reviewed until all certification criteria have been met. If you did not submit the Experience Application Package, please visit NICET’s website for further information, <https://www.nicet.org/applicationsforms/>.

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.