



**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 [reschedule@nicet.org](mailto:reschedule@nicet.org) (when emailing the form, NICET will set up the fee to be paid online) OR mail the form to:

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

- 2. Submit the rescheduling fee.** To find out the appropriate fee due, please visit [NICET's Fee page](#). Both must be completed no more than 30 days after the end of the original date range.

**The maximum number of NICET-rescheduled exams is two per exam. See [NICET Policy #24](#).**

Name: \_\_\_\_\_ NICET ID<sup>1</sup>: \_\_\_\_\_

Confirm e-mail: \_\_\_\_\_ Program Name & Level: \_\_\_\_\_

I would like to reschedule to the following testing window: \_\_\_\_\_

**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 eligibility 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.

\_\_\_\_\_  
Signature<sup>2</sup>

\_\_\_\_\_  
Date

<sup>1</sup>Found on your eligibility notice.

<sup>2</sup>Forms submitted by mail must include your signature and date (preferably in blue ink); otherwise this application will not be accepted.