**Examination Administration Request**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ petitions the CETA National Board of Testing for an administration of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exam(s) to be given on the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_ in or near \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

By making this request, we understand that we will be responsible for a flat fee of $3500 to cover reasonable costs associated with the administration of the exam and said costs will be added, in addition to, the total of exam fees of those participating in the requested exam administration. Reasonable expenses include (but not limited to) Proctor fees, round trip coach airfare, lodging, exam room rental, per diem for meals, local transportation, exam preparation and any shipping (via FedEx) required.

We also understand that if this requested administration is cancelled, even before the traditional 30 day deadline, we will be responsible for any and all expenses incurred up to the point of notification, in preparation of the requested administration

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Signature of Company Representative Date

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Signature of CNBT Representative Date

**Additional Consideration:**

We understand that if examinees, other than our employees or representatives, participate in the exam administration we have requested that those additional examinees will be responsible for their proportion of the total administration fees for that administration, based on the total number of examinees.

 \_\_\_\_\_\_\_ We would be willing to participate in shared cost administration

 \_\_\_\_\_\_\_ We would **NOT** want to participate in a shared cost administration