

# EXAM CANCELLATION AND SITE CHANGE FORM

SKILLS EXAM DEADLINE: October 1, 2009

Name: \_\_\_\_\_

Member ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Exam: \_\_\_\_\_

Exam Site #: \_\_\_\_\_

*(for skills exams only)*

## **Skills Exam Cancellation:**

\_\_\_ I hereby **CANCEL** my registration for the November 7, 2009 examination and request a refund of my registration fee. I understand that NCRA will retain a \$35 non-refundable processing fee.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ \*

## **Written Exam Cancellation:**

\_\_\_ I hereby **CANCEL** my registration for the October 2009 exam window and request a refund of my registration fee. I have contacted Pearson VUE to cancel my exam and I understand that NCRA will retain a \$35 non-refundable processing fee.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Exam Site Change:**

\_\_\_ I hereby request a **SITE CHANGE** for my November 7, 2009 examination. I have read and understand NCRA's Cancellation and Site Change policy. **I understand that my requested site may already be full.** I also understand that the site change is final only when I receive my new confirmation.

## **New Site Requested:**

\_\_\_\_\_

Please include site code as well as location name.

For a complete list of exam sites, please visit [www.ncraonline.org/testing](http://www.ncraonline.org/testing).

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ \*

\* If you are canceling or submitting a site change after October 1, 2009 you **MUST** include documentation of an extenuating circumstance. Failure to do so will result in the return of your request. Processing fees still apply. Please see the complete Cancellation and Site Change policy at [www.ncraonline.org/testing](http://www.ncraonline.org/testing) for details.

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Vienna, VA 22182-3803  
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