



APPLICATION TO RETEST

Candidate Information:

Name: _____

Candidate ID Number: _____ Date of Birth: _____

Street Address: _____ Suite #/Apt #: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Alternate Phone Number: _____

E-Mail Address: _____ Last Exam Date: _____

If you fail either of the National Certification Examinations and wish to take it again, you must submit a copy of your failed score report, which was given to you before you left the test center, and the exam fee of \$225 (\$175 if you took the NESL option) payable to the NCBTMB. **The failed score report and fee must be received by NCBTMB by the expiration date stated in your eligibility letter, or no later than 60 days after the date of your last examination.** Once NCBTMB receives your failed score report and fee, you will be given another 3 month window within which to schedule and take the exam. This procedure must be followed anytime a candidate fails the exam and wishes to take it again. There are additional requirements if this is your third or fifth attempt (see table below). **Processing will still take approximately three weeks.** If you do not submit your failed score report within this time frame, you will need to submit a new application packet.

If you fail your examination three (3) times you will be required to submit 100 hours of additional education before being allowed to test a fourth time. If you fail the examination five times, you will be required to submit 500 hours of additional education to test the sixth time. Documentation for additional hours will be required, such as an additional transcript or certificates of completion from additional coursework. Please see the following table for specified timelines:

Number of Unsuccessful Attempts	Notification of Intent to Test Again	Number of Documented Hours Required	Time Frame for Submission of Hours	Additional Attempts Allowed
3	60 days	100	Up to 4 months after 3rd failed exam*	2
5	60 days	500	Up to 1 year after 5th failed exam*	3

*Requests for additional time must be submitted in writing to NCBTMB.

Note: If you originally took the NESL option, have graduated and now wish to be become nationally certified, you must submit your transcript, diploma and copy of government ID with this application.



Method Of Payment:

For NCETM or NCETMB: \$225

- Check/Money Order made payable to NCBTMB
 VISA Master Card

Card Number: _____ Exp Date: _____

Name as it appears on the card: _____

Signature authorizing credit card transaction: _____

For NESL option: \$175

- Check/Money Order made payable to NCBTMB
 VISA Master Card

Card Number: _____ Exp Date: _____

Name as it appears on the card: _____

Signature authorizing credit card transaction: _____

Mail Form And Payment To:

WACHOVIA BANK/NCBTMB
PO Box 758845
Baltimore, MD 21275-8845

I attest that I have read the Application for Retest form in its entirety, and understand that my test information will be verified. I also confirm that I have not been convicted of, or entered a plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction other than a minor traffic offense since my original application was approved. Nor am I a defendant in a civil litigation in which the basis of the complaint against me was alleged negligence, malpractice, lack of professional competence, or sexual misconduct.

Signature _____ Date _____

Printed name _____