

Please return this completed form to:

State of New York
VETERINARY TECHNOLOGY
Examination Scheduling Form – January 15, 2010

CASTLE Worldwide, Inc.
Attn: NY Exams
P.O. Box 570
Morrisville, NC 27560
(800) 655-4845 or (919) 572-6880

Please type or print in black ink **all** the following information. (Be sure to sign the Statement of Affirmation.)

Last Name _____

First Name _____

Middle Name _____

Social Security Number _____ - _____ - _____

Birth Date _____
mo day year

Telephone Number (Home) _____ (Work) _____

Street Address _____

City _____

State _____ Zip Code _____ E-mail _____

Province _____

NOTE: This form must be mailed and postmarked by the deadline shown below.

Exam Date: January 15, 2010
Deadline: November 1, 2009

Reasonable Accommodations

Please check below if you wish to request reasonable testing accommodations.

I have a disability and I request reasonable testing accommodations.*

* To request testing accommodations, submit a completed State Education Department Request for Reasonable Accommodations form (available from SED or CASTLE) and the disability documentation described in the request form with this scheduling form. If additional information is required for approval of your reasonable accommodation request, SED or CASTLE will contact you.

Examination Date:

January 15, 2010

Exam Site

Albany (January Only)

General Information Regarding the Examination

1. Examination Admission Tickets. You may wish to send your scheduling form via certified mail if you require confirmation that CASTLE has received your scheduling form. CASTLE Worldwide, Inc. will send your admission ticket approximately three (3) weeks before the date of the examination. The ticket includes your registration number, the exam date and exact address of the exam location, and the time you must arrive to take the exam. If you lose your admission ticket, or if it has not arrived 10 days prior to the exam date, contact CASTLE Worldwide, Inc. at (800) 655-4845 or (919) 572-6880. Note that late arrivals to the examination site may not be allowed to take the examination and will not be allowed to make up any time lost.

2. Items You Should Bring to the Examination Site. Please bring your admission ticket and a photo ID with your signature (i.e., driver's license), at least two soft lead #2 pencils, and an eraser.

3. No Guests are Allowed at the Examination Site. Only scheduled candidates will be permitted inside the examination site. No visitors, including children, are allowed at any time in any examination room.

4. Testing Environment. Every attempt, within reason, is made to ensure a quiet and comfortable testing environment for all candidates. However, last-minute needs and emergencies by building operators cannot be anticipated. We suggest that you bring appropriate clothing with you (i.e., a jacket, a sweater) to help you adapt to a cooler or warmer climate in the examination room. Bring earplugs if you are very sensitive to noise distractions.

5. Examination Results. CASTLE Worldwide, Inc. will mail your examination results. All candidate scores are strictly confidential and will be released *ONLY to the registered candidate by mail*. Results will not be given to candidates by telephone, fax, or other means except by mail. If you haven't received your results by the end of three months, contact CASTLE Worldwide at (800) 655-4845 or (919) 572-6880. Unsuccessful candidates will be provided with re-examination information with their exam results.

Please turn to the back of this page.

6. Items Allowed in Testing Room. No items are allowed to be taken into the examination room. Furthermore, no test-related materials may be taken from the examination room. For security reasons, candidates may not bring books, notebooks, magazines, newspapers, cameras, luggage, cell phones, beepers, pagers, and other mechanical or electrical devices into the examination room. Possession of any such items may disqualify you from completing the examination. All personal luggage and belongings must be left outside the examination room at your own risk.

7. Refunds. Note that fees submitted for examination testing are *nontransferable and nonrefundable* unless the refund request meets one of the following conditions: 1) The written cancellation request is **received** at CASTLE at least 35 days prior to the examination date. 2) There is a family emergency, such as hospitalization or death in the family. An acceptable refund will be *partial*, as a \$40.00 processing fee will be withheld.

8. Lunch and Parking. Candidates are responsible for their own lunch and parking. Consumption of food and beverage is NOT allowed in the exam room.

NOTE: Severe Weather Policy: The examination administration will be held as scheduled, provided the examination center is able to be opened. If a test center's status is questionable due to severe weather or a natural disaster, the examination administration may be cancelled. If you are unsure as to whether your test site is open, contact CASTLE at (800) 655-4845.

Examination Selection and Fees

The fees listed below are in effect for the January 2010 administration of the examination. If you plan to take the examination in June 2010 or later, the fees may be different and you should request updated forms from the New York State Education Department.

Check the appropriate box below for the exam you will be taking and the fee you will be submitting. All checks or money orders must be in US funds drawn on a US bank. *Make checks payable to **CASTLE Worldwide, Inc.***

- New Candidates - \$283.00
- Retake Candidates - \$283.00

Total Amount Enclosed: \$ _____

There will be a \$35 fee for all returned checks.

Payment Method Check Money Order
 MasterCard Visa

I authorize CASTLE Worldwide, Inc. to debit my credit card for the amount shown on the left.

Please print your credit card number in the space above.

Card Expiration Date _____

Address of Cardholder _____

Signature _____

Statement of Affirmation

I have submitted a completed application form and licensure application fee to the New York State Education Department (NYSED) and have had my education/experience approved by NYSED. I understand and accept the fact that neither admission to nor successful completion of the examination can be construed as assurance that I have met any licensure requirements in New York State.

Furthermore, I understand that all fees paid to CASTLE Worldwide in relation to this examination application are nonrefundable and nontransferable. I understand that every attempt, within reason, will be made to seat me at the test site I have selected, though the selected test site is NOT guaranteed. I also understand that I will be admitted only to the test site for which I have been scheduled by CASTLE. I agree that in the event that my examination papers are lost, or if the exam is not held for any reason, any claim I may have will be limited to the examination fee paid by me.

Under penalty of perjury, I declare and affirm that the statements made in this application, including any accompanying statements, are true and complete. I understand that any false or misleading information in, or in connection with, my application may be cause for denial or loss of licensure.

Candidate Signature

Date