

# Testing Window Re-Assignment Request

If you are unable to test during the 90 day testing window you were issued, ANCC is now offering a one-time opportunity to receive a new testing window without re-applying.

**Please Note:**

- > **This new testing window may not begin more than 6 months from the last day of the initial testing window.**
- > **Please wait until your initial testing window has ended to send in this form.**
- > **If you do not test during this new testing window, you will need to re-apply and pay all applicable fees.**

Please complete this form, include payment, and **mail** it to: **ANCC, PO Box 8785, Silver Spring, MD 20907-8785**  
When your request and fee have been received, you can expect to receive your authorization to test letter in two to three weeks.

## 1. GENERAL INFORMATION

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Exam

\_\_\_\_\_  
Certification ID Number or Social Security Number (for identification purposes)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



If you received special accommodations for your initial testing window and require them again, please initial here: \_\_\_\_\_  
You may refer to our guidelines by visiting [www.nursecredentialing.org](http://www.nursecredentialing.org) or by calling 1.800.284.2378.

## 2. PAYMENT

**Fee:** \$100.00 (non-refundable)

Personal Check/Money Order (payable to ANCC)      Amount Enclosed: \_\_\_\_\_

Charge Card (MasterCard or VISA only)      Amount to be charged: \_\_\_\_\_

Check here if this is an ATM/Debit card. See authorization below.\*      Promotional Code (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Print Name on Card

\_\_\_\_\_  
Signature

*\*ATM/Debit Card users only:* I understand and agree that, by using an ATM/Debit card, I am authorizing ANCC to debit my account for the amount specified above. Further, I understand and agree that, if the ATM/Debit transaction fails or is declined, I am authorizing ANCC to complete the transaction as a credit card charge, if possible.