

Please return this completed form to:

State of New York  
**NY STATE SPECIFIC SURVEYING**  
Examination Scheduling Form  
April 21, 2017

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 \_\_\_\_\_

Birth Date \_\_\_\_\_  
mo day year

Telephone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

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

Exam Date: April 21, 2017  
Postmark Deadline: February 10, 2017

Examination Date: **April 21, 2017**

Check Examination Site:

- New York City
- Albany
- Syracuse
- Rochester (April Only)

**Reasonable Accommodations**

**If you have a disability and wish to request reasonable accommodations, please check this box.**

To request reasonable accommodations, contact the Professional Examinations Unit of the Office of the Professions at [opexams@nysed.gov](mailto:opexams@nysed.gov) or at (518) 474-3817, ext 290 as soon as you decide to apply for the examination. You are not automatically approved for any accommodations you received in school; you must apply to the Exams Unit separately for approval. All accommodations requests, as well as documentation, must be received by the postmark deadline.

**General Information Regarding the Examination**

**1. Examination Admission Letters.** You may wish to send your scheduling form via certified mail if you require confirmation that Castle has received your scheduling form. Castle will send your admission ticket approximately three (3) weeks before the date of the examination. The letter 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 letter, or if it has not arrived 10 days prior to the exam date, contact Castle 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 letter and a current, government-issued photo ID with your signature (i.e., driver's license).

**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 sweater without pockets) to help you adapt to a cooler or warmer climate in the examination room. Bring earplugs if you are very sensitive to noise distractions.

Please turn to the back of this page.

**5. Examination Results.** Castle 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 at (800) 655-4845 or (919) 572-6880. Unsuccessful candidates will be provided with re-examination information with their exam results.

**6. Items Allowed in Testing Room.** For security reasons, candidates may not bring cameras, cell phones, beepers, pagers or other electronic devices into the examination room. Pencils will be provided for you at the examination site. You may NOT bring your own pencils to the examination. Possession of any such items may disqualify you from complete the examination. All prohibited items must be left outside the examination room at your own risk. Only calculators approved by NCEES are allowed at the examination test site.

**7. Refunds.** Note that fees submitted for examination testing are **nonrefundable and nontransferable** unless the refund request meets one of the following conditions: 1) The written cancellation request is **received** at Castle at least 30 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 919-657-6900 to hear a recorded message on any closures.

### Examination Selection and Fees

The fees listed below are in effect for the April 2017 administration of the examination. If you plan to take the examination in October 2017 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.***

Part III – NY State Specific - **\$240**

**Total Amount Enclosed:** \$ \_\_\_\_\_

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

#### Payment Method

Check

Money Order

MasterCard

Visa

By completing my credit card information below, I authorize Castle to debit my credit card for the amount shown to the left.

Credit Card Number \_\_\_\_\_

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, Inc. 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

**IMPORTANT:** In order to be admitted into the examination, please be sure that your first and last name written on this scheduling form matches your first and last name EXACTLY as it appears on your current, government-issued photo ID with your signature.