

Directions:

- 1. This form is for all applicants.
- The training entity Point of Contact will complete this form and any necessary Attachment forms and will scan/email it to the FCB certification specialist assigned to their region <u>AS SOON AS POSSIBLE BUT NO LATER THAN THREE</u> <u>BUSINESS DAYS BEFORE THE REQUESTED TEST DATE.</u> Note: Contact the FCB if you do not know the email address of the certification specialist assigned to your region.

Part 1: Training Entity Primary Contact Information			
Training Entity Name	Region		
Point of Contact Name	Phone Number		
Email Address			
Broctor Namo			
Email Address	Phone Number		
Part 2: Training and Testing Information			
Test Type 🛛 PI 🕞 CM	Test Date		
Exam Site Name			
Exam Site Physical Address			
*All paperwork and re-test fee payment must be submitted to the FCB as soon as possible and must be approved by the FCB at least 3 business days before the requested test date.			
Part 3: Fee Payment Information			
Fee Payment Method: 🛛 DCF Contract 🖓 CBC Lead Agency Pay 🏳 CMO Agency Pay 🎴 Individual Pay			
Part 4: Applicant Information Enter the applicant's name and email exactly as it is associated with his or her FCB account.			
Name	Email Address	Applicant Type*	Attempt #**
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*Enter "Full" for applicants who took the full preservice curriculum; enter "Waiver" for preservice waiver applicants; enter "Student" for Title IV-E Stipend Student applicants.

**"Full" and "Stipend" applicants taking their first retest (second attempt at the test) are not required to submit documentation of remedial training. "Waiver" applicants must submit a Preservice Training Verification Form before they will be scheduled for a first retest. All applicants taking a second retest (third attempt at the test) must submit a Remedial Training Plan Form before they will be scheduled for a second retest.