

CHANGE OF REGISTRATION REQUEST FORM



**ARIZONA
EDUCATOR
PROFICIENCY
ASSESSMENTS®**

Mail to:
AEPA Program
Evaluation Systems
Pearson
P. O. Box 660
Amherst, MA 01004-9011

If you mail your request using an express mail service, please use this address:

300 Venture Way
 Hadley, MA 01035
 (413) 256-2883

IMPORTANT INFORMATION

- ◆ Use this form if you have already registered and you wish to change the test date, the test area, and/or the test(s) for which you originally registered.
- ◆ Change of Registration Request Forms may also be completed and submitted on the Internet at the AEPA Web site, www.aepa.nesinc.com.
- ◆ Processing your request to change your test area is dependent on available space.
- ◆ If you wish to change the test date for **some but not all** of the tests for which you are registered, you must submit a Withdrawal/Refund Request Form before the late registration deadline of your original test date to delete the test(s) you wish to change. Then submit a new registration for the test date of your choice to register for those tests.
- ◆ To change or correct your name, address, telephone number, or social security number, submit a letter to Evaluation Systems requesting the change. There is no fee for these changes.

FEE

Change of registration fee..... \$20
Make check or money order payable in U.S. dollars to Evaluation Systems. Write the last five digits of your social security number on your payment. DO NOT SEND CASH.

This form must be received by Evaluation Systems by 6:00 p.m. mountain standard time on the late registration deadline for the earlier test date indicated in section 6A or 6B.

1. Name

Last	First	Middle Initial

2. Address

P.O. Box or Street Address																			
City or Town															State			ZIP Code	

3. Social Security Number

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4. Date of Birth

Month		Day		Year			

5. Telephone Numbers

Area Code											Daytime								

Area Code											Evening								

Complete sections 6A, 7A, and 8A regardless of the change(s) you wish to make.

For sections 6B, 7B, and 8B, complete only the change(s) in registration you wish to make.

6A. Test Date for which you originally registered (check one):

- September 12, 2009
- November 21, 2009
- January 30, 2010
- March 27, 2010
- June 5, 2010
- July 10, 2010

NOTE: This request will change all of your tests from the original test date to the new test date.

6B. New Test Date: If you are changing your test date, check one new date on which you wish to take the test(s). This will change the date for all tests for which you are registered. Refer to "Test Sites" to confirm that the test area you are registered for is available on the test date that you are selecting.

- September 12, 2009
- November 21, 2009
- January 30, 2010
- March 27, 2010
- June 5, 2010
- July 10, 2010
- 2010–2011 program year*

*A voucher that may be used for a future test date will be sent to you.

