

Examination Appointment, Rescheduling, Cancellation and Refund Policies

PLEASE BE AWARE: Once you have made an appointment to take your examination, you have solidly reserved a seat at the test center of your choice, and you have scheduled a Proctor to be there for your examination. Rescheduling of an existing appointment will result in a Rescheduling Charge in conformance with the outline below. Record of your scheduling is confirmed with the Test Administrator before any fees are applied, however, their decision stands. Any fees that apply must be paid to the NBCOT, Inc. in U.S. Funds **BEFORE** you are allowed to reschedule, postpone or cancel your scheduled appointment.

Rescheduling of an Existing Appointment: Once you have made an appointment to take an OTC® or an OT-SC™ Examination with the Test Administrator, and you find that you need to change the day or time to a new day or time **within the same month that you registered for**, the following rescheduling fees will apply:

If you call the NBCOT office to reschedule an existing appointment, **MORE THAN 6 BUSINESS DAYS BEFORE YOUR SCHEDULED TEST DATE: \$50.00**

If you call the NBCOT office to reschedule an existing appointment **5 BUSINESS DAYS or LESS BEFORE YOUR SCHEDULED TEST DATE: \$150.00.**

If you do not call the NBCOT office to reschedule your existing appointment within the immediate 5 BUSINESS DAYS BEFORE YOUR SCHEDULED TEST DATE you are considered a “No Show” by the Test Administrator and the NBCOT and will forfeit all fees that have been paid. NO EXCEPTIONS.

Examination Postponement: You are allowed to change the test cycle that you are registered to take your examination in **once during the SAME YEAR**, as long as **NO APPOINTMENT** has been made with the Testing Administrator at **NO CHARGE**.

If you have made an appointment for your examination and find that you need to be taken completely out of the original testing cycle that you are registered for, and placed into a future testing cycle **during the SAME YEAR**, a fee of \$150.00 will be charged.

Emergency requests: for this accommodation made **LESS THAN 6 BUSINESS DAYS BEFORE A SCHEDULED APPOINTMENT**, will **NOT BE** considered without **valid verifiable proof** to the NBCOT and the Test Administrator.

If you cannot provide verifiable proof of your emergency you will not be offered this accommodation. An accepted emergency postponement less than 6 business days will incur a \$50.00 postponement fee. Test Anxiety is not a consideration to postpone any scheduled examination.

Complete Cancellation of Application/Registration: All requests to completely withdraw an application to take the OTC® or OT-SC™ Examination with a confirmed registration, must be done in writing and mailed to the NBCOT office. Consideration will be made to properly executed requests that are **received** in the NBCOT office. A \$100.00 cancellation processing fee will be deducted from all refunds.

If a candidate was accepted and registered to take either the OTC® or OT-SC™ Examination **and has made an appointment for said Examination**, the set appointment must be cancelled with the NBCOT and the Test Administrator by the candidate or Employer **before** any refund will be considered.

REFUNDS OF THE ORIGINAL TOTAL TESTING FEES PAID, WILL BE ISSUED MINUS \$150.00 PLUS A \$100.00 CANCELLATION PROCESSING FEE. (\$250.00 Total)

If you Cancel your existing appointment and application within the immediate 6 BUSINESS DAYS BEFORE A SCHEDULED TEST DATE, you are considered a “No Show” by the NBCOT and the Test Administrator. You will forfeit all fees paid.

Refunds will be issued to the party that paid for the examination fees **ONLY**. Refunds will be made in the same manner as the original fees were paid (i.e.; same credit card, bank check, or money order). After a cancellation has been approved and processed, any future consideration for testing will require submission of a new application.

REFUND GUIDELINES

Request must clearly outline the reason for the cancellation and refund request to be considered.
3 ORIGINAL SIGNED REQUESTS MUST BE MAILED VIA "US CERTIFIED RETURN RECEIPT REQUESTED MAIL" to:

**ATTN: NBCOT EXAMINATION REFUNDS
THE NATIONAL BOARD FOR CERTIFICATION OF ORTHOPAEDIC TECHNOLOGISTS, INC.
4736 ONONDAGA BLVD. #166
SYRACUSE, N.Y. 13219-3404**

Requests may be acknowledged by telephone, and will be acknowledged in writing within 14 business days of receipt to the NBCOT office.

Application or Late Registration Fees are non-refundable.