Testing Window Re-Assignment Request

American Nurses Credentialing Center

If you are unable to test during the 120 day testing window you were issued, ANCC offers 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.**
- **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, 8403 Colesville Road, Suite 500, Silver Spring, MD 20910.** When your request and fee have been received, you can expect to receive your authorization to test letter in two to three weeks.

GENERAL INFORMATION

Name (please print)

Address

Exam

Certification or Certificate ID Number

Signature

Date

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: $

Account Number

Exp. Date

Billing Address

City/State/Zip code

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.