



# Acknowledgement Form

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Submission of these documents does not guarantee your selected examination date. You will receive an email confirming the approved examination date within 3 weeks of submission. If the NBSTSA is unable to schedule the examination date, you will be notified by email.

All required documentation (WBT request form, typed roster, acknowledgement form, and CST examination applications) and payment unless pre-paid applications were purchased must be submitted together. If all required forms and payment are not submitted at once; the submitted documents may not be accepted. If for any reason a student is unable to sit for the CST examination on the scheduled date, the school must notify the NBSTSA by email no later than 3 business days before the scheduled examination. Students who will not graduate within the 30 days of the scheduled examination must delay testing until appropriate graduation proof can be provided in accordance with the NBSTSA 60 day policy.

Submittal of official proof of graduation is due to the NBSTSA office no later than 60 days after the examination was administrated. Accepted forms of graduation proof are notarized letters from the program director, certificates of completion, or transcripts. Pass/Fail information will not be released from the NBSTSA until all appropriate graduation verification is received. Please note, inability to provide appropriate graduation verification within the 60 day period will result in invalidation of student examination results and forfeiture of all fees. If a student's results are invalidated, he/she will have to reapply, submit another payment and retest to become certified.

Students who apply for special accommodations cannot sit for the examination on campus. Instead, they must test at an AMP testing center. Their paperwork should be submitted with the other students. Please include their name on the exam roster so their examination application can be processed before graduation verification is received.

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Signature

Date

