



**POSTMARK DEADLINE IS MARCH 16, 2010**



## Registration Form for the May 16, 2010 National Certification Exams

### THE EXAMS

The spectacle exam (National Opticianry Competency Exam) and the contact lens fitting exam (Contact Lens Registry Exam) were developed to identify those who possess the knowledge and skills required to dispense glasses and fit contact lenses safely and effectively, and to recognize all individuals who pass the exams as having met predetermined standards. The multiple-choice exams are given only in English and each exam is 2 ½ hours long. **You must be at least 18 years old, and be a high school graduate or have earned a GED or the equivalent in order to take the exams. ABO/NCLE reserve the right to require that you produce proof of eligibility at any time.**

### THE REGISTRATION PROCESS

Exam registration is between the ABO and NCLE and the individual candidate. Registration fees, admission cards, scores, etc. are matters handled **ONLY** between the ABO and NCLE and the candidate *regardless of how registration payment is made or by whom*.

**EVERY CANDIDATE IS RESPONSIBLE FOR READING AND KNOWING THE FOLLOWING INFORMATION. ADDITIONAL INFORMATION WILL BE PROVIDED UPON REGISTRATION.**

- **REGISTRATIONS POSTMARKED AFTER THE MARCH 16, 2010 DEADLINE (U.S. Postal Service postmarks only) must include a \$30 per exam late fee and must be RECEIVED BY ABO/NCLE BY MARCH 23, 2010.** You may want to have it hand-stamped if you are mailing close to the deadline. Register early to avoid problems. *ABO/NCLE are not responsible for delivery problems by the U.S. Postal Service.*
- **FOLLOW THE DIRECTIONS** for completing the registration. It is your responsibility to provide correct information. **PRINT NEATLY AND ACCURATELY.** This information is used to enter your data into the computer, print your confirmation letter, admission card, score report and certificate.
- **PAYMENT. NO PERSONAL CHECKS or CASH.** Payment should be made to ABO/NCLE in U.S. funds; cashiers/certified/company check, money order or a credit card (American Express, MasterCard, Discover, or Visa **ONLY**). **Credit cards that are declined for any reason will void your registration. If correct information can be provided before MARCH 16, 2010 the card will be processed again, with an additional \$30 processing fee. THERE ARE NO EXCEPTIONS. REGISTRATION FEES ARE NON-REFUNDABLE and NON-TRANSFERABLE.** Registrations can't be transferred from one person to another.  
**PLEASE DO NOT FAX OR MAIL DUPLICATE COPIES OF THE REGISTRATION FORM USING A CREDIT CARD. Each registration will be billed to your credit card.**

- **WE DO NOT PROVIDE RECEIPTS.** Keep a copy of your registration form, confirmation letter or credit card bill and admission card to serve as proof of payment.

- **CONFIRMATION LETTER:** Once your registration has been processed, you will receive a confirmation letter. **READ and KEEP IT.** This lets you know that you are registered for the exam and verifies the spelling of your name, address, which exam you are taking and where. It will list dates and deadlines for changes, corrections, phone numbers to call and other important information. It is your responsibility to let us know if there are any errors. If your registration does not reach us by the late deadline, you will not be able to register for the exam.
- **CHANGES IN NAME/ADDRESS:** You must notify us if your name or address are incorrect on your letter or if you anticipate a change after you have registered. Write to ABO/NCLE, 6506 Loisdale Rd., #209, Springfield, VA 22150. Any changes will be done at no charge ***if we receive the information by MARCH 23.*** A \$20 fee (money order or credit card charge) must accompany a written request **if received between March 23 and March 30. After March 30, all changes must be made at the exam site.**
- **ADMISSION NOTICE:** About 14 days prior to the exam, you will receive an admission notice from the Professional Examination Service (PES), with the street address, time and what you need to bring to the exam. (NO CALCULATORS PERMITTED.)
- **NO LATECOMERS WILL BE ADMITTED** into the exam room, and your registration fee will not be transferred. Be at the site at the reporting time. If the site is open, it is the candidate's responsibility to be there ***regardless of weather, road conditions, car trouble, unusual traffic, poor directions, etc.***
- **SPECIAL ARRANGEMENTS FOR DISABILITIES:** If you have a documented disability that prevents you from taking the exam under standard conditions, you **MUST** call 800/296-1379 for a special arrangements form. *A professional must provide documentation indicating diagnosis and special arrangements needed.* Submit the form, documentation and your registration together by the postmark deadline.
- **GENERAL TRANSFER POLICY:** Should you need to transfer your registration to the following administration after you have registered, ABO/NCLE must **RECEIVE** a written request and a \$50 transfer fee, for each exam, by **March 16.** Mail to ABO/NCLE, 6506 Loisdale Rd., #209, Springfield, VA 22150. There will be **NO** transfer if you do not appear to take the exam. Registration can not be transferred to another individual.
- **EMERGENCY TRANSFER POLICY AFTER MARCH 16:** If **YOU**, the candidate, have jury duty, a medical emergency or death in **YOUR** immediate family (**YOUR** spouse, parent, grandparent, sibling or child) that prevents you from taking the exam, you may transfer your registration to the next exam. ABO/NCLE **MUST** be notified **prior** to the exam; and all transfer fees (\$50 per exam)/documentation must be received by June 16, 2010. Call 800/296-1379 or 703/719-5800 during business hours (Mon-Fri, 8:30-5 EST).
- **TESTING FOR RENEWAL** is permitted only in your final year of certification or your suspension year. Registrations attempted in the first or second year of your certification period will be returned less a \$20 processing fee.



# MAY 16, 2010 EXAMINATION

## REGISTRATION FORM

Print your name clearly and exactly as you would have it appear on your certificate.

PRINT YOUR LEGAL NAME NAME MUST MATCH YOUR ID																				
	PRINT LAST NAME										PRINT FIRST NAME & MIDDLE NAME OR M. INITIAL									
ADDRESS FOR YOUR ADMISSION CARD & EXAM RESULTS	ENTER COMPANY NAME _ IF USING BUSINESS ADDRESS																			
	NUMBER AND STREET																			
	CITY (NO ABBREVIATIONS)										STATE					ZIP				

Work Phone ( ) Home Phone ( )

Fax Number ( ) E-mail

SOCIAL SECURITY NUMBER

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THE LAST FOUR (4) DIGITS OF YOUR SOCIAL SECURITY NUMBER ARE IMPORTANT TO REGISTRATION.

Have you registered for the ABO or NCLE exams before?  
Yes  No

Has your name changed in the past 5 years?  
If yes, was: \_\_\_\_\_

Are you currently ABO/NCLE certified?  
Yes  No

changed to: \_\_\_\_\_

TEST CENTER CODE (See reverse side for choices) City Code # and Name State

Mark the box for the exam(s) you wish to take: **NO PERSONAL CHECKS. ONLY cashiers/company check, money order, American Express, Discover, MasterCard or VISA credit cards.**

ABO EXAM (spectacles) \$150     NCLE EXAM (contact lenses) \$150     BOTH EXAMS \$300

Postmarked after March 16 but received by March 23 include a LATE FEE of \$30 per exam:

ABO Fee \$180     NCLE Fee \$180     Both Exams Fee \$360

Card #: \_\_\_\_\_ Expire Date: \_\_\_/\_\_\_/\_\_\_

Cardholder's Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ zip code \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

I understand all conditions and I authorize ABO/NCLE to charge my credit card account

Any decline or error with your credit card account/number will void your registration unless you can provide correct information, and result in an additional \$30 fee, before the late registration deadline. Any registration postmarked after the regular deadline and prior to the late deadline, will be charged the late registration fee whether the box is marked.

### Eligibility Requirement:

ABO and NCLE require that all exam registrants be at least 18 years of age, and have earned a high school diploma or a GED. However, if your state licensing board minimum requirements are different, the state requirements supersede those of ABO/NCLE.

By signing and submitting this registration form, I accept the conditions set forth by ABO and NCLE concerning eligibility, deadlines, non-refundability of registration fees, transfers, administration of the exam, and the reporting of scores. I authorize investigation of all statements contained in this form. I understand that misrepresentation or omission of facts is cause for denial of testing, or withholding of scores.

YOUR signature is required.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\* DEADLINE FOR U.S. POSTMARK: MARCH 16, 2010 \*\***

To fax with credit card information: (703) 719-9144 or

Mail registration/fee to: ABO/NCLE, 6506 Loisdale Rd, #209, Springfield, VA 22150

## EXAM FEES ARE NON-REFUNDABLE

Cut Here, Keep the Information Page and Mail Registration Form With Fee

**ABO/NCLE TEST CENTER LIST — CODE NUMBER AND CITY\*\***  
 (Street address will be on your admission notice)

<b>ALABAMA</b> 102 Birmingham	<b>HAWAII</b> 213 Honolulu	<b>MICHIGAN</b> 325 Lansing	<b>OREGON</b> 475 Salem
<b>ALASKA</b> 104 Anchorage	<b>IDAHO</b> 227 Boise	<b>MINNESOTA</b> 336 Minneapolis	<b>PENNSYLVANIA</b> 486 Harrisburg
<b>ARIZONA</b> 129 Phoenix	<b>ILLINOIS</b> 234 Chicago	<b>MISSISSIPPI</b> 344 Hattiesburg	<b>PUERTO RICO</b> 001 Hato Rey
<b>ARKANSAS</b> 110 Little Rock (NCLE only)	<b>INDIANA</b> 246 Indianapolis	<b>MISSOURI</b> 358 St. Louis	<b>RHODE ISLAND</b> 501 Providence
<b>CALIFORNIA</b> 146 L.A. Area 148 San Diego 149 Berkeley Area	<b>IOWA</b> 253 Des Moines	<b>MONTANA</b> 365 Great Falls	<b>SOUTH CAROLINA</b> 503 Columbia
<b>COLORADO</b> 153 Denver	<b>KANSAS</b> 268 Wichita	<b>NEBRASKA</b> 368 Grand Island	<b>TENNESSEE</b> 472 Nashville
<b>CONNECTICUT</b> 163 Waterbury	<b>KENTUCKY</b> 274 Lexington	<b>NEVADA</b> 385 Las Vegas	<b>TEXAS</b> 534 Dallas 536 Houston
<b>FLORIDA</b> 194 Miami 195 Tampa	<b>LOUISIANA</b> 282 Baton Rouge	<b>NEW YORK</b> 422 Buffalo 426 NYC Area	<b>UTAH</b> 549 Salt Lake City
<b>GEORGIA</b> 207 Macon	<b>MAINE</b> 285 Augusta	<b>NORTH CAROLINA</b> 433 Durham	<b>VERMONT</b> 556 Montpelier
	<b>MARYLAND</b> 302 Baltimore	<b>OHIO</b> 477 Columbus	<b>WASHINGTON</b> 579 Seattle
	<b>MASSACHUSETTS</b> 319 Worcester		<b>WISCONSIN</b> 594 Madison

ALL PASSING RESULTS WILL BE REPORTED TO THE LICENSING BOARD IN THE STATE WHERE THE EXAM IS TAKEN.

\*\*Be aware that some cities may have several  
different sites to accommodate large numbers of candidates.

**TRANSFER DEADLINES**

General Transfers: March 16, 2010	\$50
Emergency Transfers: June 16, 2010	\$50

If you do not receive a confirmation letter,  
call ABO/NCLE 800/296-1379 or 703/719-5800  
Mon-Friday 8:30 am – 5 pm EST.

If you have not received your admission letter  
**TWO WEEKS** prior to the exam date refer to  
your Handbook for instructions. It is your  
responsibility to contact us.

**Final Registration POSTMARK Deadline:**  
**MARCH 16, 2010**

**Final Date for ANY Changes/Corrections**  
**At NO CHARGE: MARCH 23, 2010**  
**MARCH 24-MARCH 30 = \$20.00**  
**After MARCH 30 – NO CHANGES**

**Examination Date:**  
**SUNDAY, MAY 16, 2010**