



POSTMARK DEADLINE IS **MARCH 20, 2012**

Registration Form for the May 20, 2012 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 reserves 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 20, 2012 DEADLINE (U.S. Postal Service postmarks only) must include a \$50 per exam late fee and must be RECEIVED BY ABO/NCLE BY MARCH 30, 2012.** If it is not received by March 30 you will not be permitted to register. Register early to avoid problems. *ABO/NCLE are not responsible for delivery problems by the U.S. Postal Service or difficulties with faxing.*
- **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, Discover, MasterCard or Visa ONLY). Credit cards that are declined for any reason will void your registration. If correct information can be provided before March 30, 2012 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 is incorrect on your confirmation letter or if you anticipate a change after you have registered. Call ABO/NCLE at (800) 296-1379. Any changes will be done at no charge *if we receive the information by March 19.* A \$20 fee (money order or credit card charge) must accompany a written request **if received between March 20 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 20.** 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 20, 2012:** 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 20, 2012. 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.

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

ALABAMA 102 Birmingham	ILLINOIS 234 Chicago	MISSISSIPPI 344 Hattiesburg	PUERTO RICO 001 Hato Rey
ALASKA 104 Anchorage	INDIANA 246 Indianapolis	MISSOURI 358 St. Louis	RHODE ISLAND 501 Providence
ARIZONA 129 Phoenix	IOWA 253 Des Moines	MONTANA 363 Helena	SOUTH CAROLINA 503 Columbia
CALIFORNIA 146 L.A. Area 148 San Diego 149 Berkeley Area	KANSAS 268 Wichita	NEVADA 385 Las Vegas	TENNESSEE 472 Nashville
COLORADO 153 Denver	KENTUCKY 274 Lexington	NEW HAMPSHIRE 401 Manchester	TEXAS 534 Dallas 536 Houston
CONNECTICUT 163 Waterbury	LOUISIANA 282 Baton Rouge	NEW MEXICO 411 Albuquerque	UTAH 549 Salt Lake City
FLORIDA 194 Miami 195 Tampa	MAINE 285 Augusta	NEW YORK 422 Buffalo 426 NYC Area	VERMONT 556 Montpelier
GEORGIA 207 Macon	MARYLAND 302 Baltimore	NORTH CAROLINA 433 Durham	WASHINGTON 579 Seattle
HAWAII 213 Honolulu	MASSACHUSETTS 319 Worcester	OHIO 477 Columbus	WISCONSIN 594 Madison
IDAHO 227 Boise	MICHIGAN 325 Lansing	OREGON 475 Salem	WYOMING 650 Casper
	MINNESOTA 336 Minneapolis	PENNSYLVANIA 486 Harrisburg	

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 20, 2012 \$50
Emergency Transfers: June 20, 2012 \$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 20, 2012**

**Final Date for ANY Changes/Corrections
 At NO CHARGE: March 19, 2012
 March 20-30 = \$20.00**

After MARCH 30 , 2012 – NO CHANGES

**Examination Date:
 SUNDAY, MAY 20, 2012**