



CHANGE OF REGISTRATION REQUEST FORM 2009–2010

Mail to: Massachusetts Tests for Educator Licensure
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9013

IMPORTANT INFORMATION

- Change of Registration Request Forms may also be completed and submitted on the Internet at the MTEL® web site, www.mtel.nesinc.com.
- Use this form if you have already registered and you wish to change the test date, the test area, and/or the test(s) for which you originally registered. This form must be received by the late registration deadline for the earlier test date indicated in section 6A or 6B.
- Processing your request to change your test area is dependent on available space.
- If you wish to change the test date for some, but not all, of the tests for which you are registered, you must submit a Withdrawal/Refund Request Form so that it is received by the late registration deadline of your original test date in order to withdraw from the test(s) you wish to change. Then submit a new registration for the test date of your choice.
- To change or correct your name, address, telephone number, or social security number, submit a letter to Evaluation Systems requesting the change. There is no fee for these changes.
- Only one Academic (PreK–12) or Adult Basic Education subject matter test in addition to Foundations of Reading may be taken on any test date.

FEE

Change of registration fee \$25

Make check or money order payable to Evaluation Systems. Payment must be in U.S. dollars. DO NOT SEND CASH. This form must be received by the late registration deadline for the earlier test date indicated in section 6A or 6B.

1. **Name**

Last

First

Middle
Initial

2. **Address** Check here if address is different from address on original registration.

P.O. Box or Street Address

City or Town

State

ZIP Code

3. **Social Security Number or Department-Issued ID Number**

4. **Date of Birth**

Month Day Year

5. **Telephone Numbers** Daytime

Area Code

Evening

Area Code

(continued)

Before completing sections 6, 7, and 8, please review "Test Selection" and "Test Sites" for availability information. Not all tests are available on all dates or in all areas.

Complete sections 6A, 7A, and 8A regardless of the changes you wish to make.

For sections 6B, 7B, and 8B, complete only the change(s) in registration you wish to make.

6A. **Test Date** for which you originally registered (check one):

- | | |
|---|--|
| <input type="checkbox"/> September 26, 2009 | <input type="checkbox"/> March 6, 2010 |
| <input type="checkbox"/> October 31, 2009 | <input type="checkbox"/> May 8, 2010 |
| <input type="checkbox"/> November 21, 2009 | <input type="checkbox"/> July 10, 2010 |
| <input type="checkbox"/> January 23, 2010 | |

6B. **New Test Date:** If you are changing your test date, check **one new date** on which you wish to take the test(s). This will change the date for all tests for which you are registered.

- | | |
|--|--|
| <input type="checkbox"/> September 26, 2009 | <input type="checkbox"/> March 6, 2010 |
| <input type="checkbox"/> October 31, 2009† | <input type="checkbox"/> May 8, 2010 |
| <input type="checkbox"/> November 21, 2009 | <input type="checkbox"/> July 10, 2010 |
| <input type="checkbox"/> January 23, 2010† | |
| <input type="checkbox"/> 2010–2011 program year* | |

* Test dates for the next program year are not yet available.

A voucher will be sent to you that may be used for a future test date.

† The only test available on this date is Communication and Literacy Skills.

7A. **Test Area** for which you originally registered (see "Test Sites"):

Code				Area

7B. **New Test Area:** If you are changing your test area, enter the new area at which you want to take the test(s).

Code				Area

8A. **Test(s)** for which you originally registered (see "Test Selection"):

Test Code		Test Fee
0	1	Communication and Literacy Skills
		<input type="checkbox"/> reading subtest \$ _____
		<input type="checkbox"/> writing subtest \$ _____
Test Code		
9	1	Vocational Technical Literacy Skills Test
		<input type="checkbox"/> reading subtest \$ _____
		<input type="checkbox"/> writing subtest \$ _____
Test Code		
0	3	General Curriculum
		<input type="checkbox"/> multi-subject subtest \$ _____
		<input type="checkbox"/> mathematics subtest \$ _____
Test Code	Test Name	
		\$ _____
		\$ _____
Original total test fee:		\$ _____

8B. **New Test(s):** If you are **changing** your test(s), fill in the test(s) you now wish to take. (Do **NOT** use this form to register for an additional test; use the Test-Add Request Form to add a second test.)

Test Code		Test Fee
0	1	Communication and Literacy Skills
		<input type="checkbox"/> reading subtest \$ _____
		<input type="checkbox"/> writing subtest \$ _____
Test Code		
9	1	Vocational Technical Literacy Skills Test
		<input type="checkbox"/> reading subtest \$ _____
		<input type="checkbox"/> writing subtest \$ _____
Test Code		
0	3	General Curriculum
		<input type="checkbox"/> multi-subject subtest \$ _____
		<input type="checkbox"/> mathematics subtest \$ _____
Test Code	Test Name	
		\$ _____
		\$ _____
New total test fee:		\$ _____

8C. If the new total test fee is more than the original total test fee, calculate the difference. Add this difference to the \$25 change fee.

8D. If the original total test fee is higher than the new total test fee, you must still submit the \$25 change fee. You will receive a refund for the difference in test fees following the administration.

9. \$ TOTAL PAYMENT ENCLOSED (\$25 change fee plus, if applicable, the fee calculated in 8C above.)

10. I state the following under the pains and penalties of perjury. I have read the 2009–2010 MTEL® Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation, and I certify that I am the person whose name and address appear on this form. Also, I understand that this Change of Registration Request Form must be received by Evaluation Systems by the late registration deadline.

Signature

Date

IF THIS FORM IS RECEIVED AFTER THE LATE REGISTRATION DEADLINE FOR THE EARLIER TEST DATE INDICATED IN SECTION 6A OR 6B, IS NOT SIGNED, OR IS NOT ACCOMPANIED BY THE CORRECT PAYMENT, IT WILL BE RETURNED TO YOU UNPROCESSED.

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