



Change of Registration Request Form

Mail to:

Michigan Test for Teacher Certification
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9001

FEE:

Change of registration fee.....\$20

All forms must be received by the **late registration deadline.**

Make check payable to Evaluation Systems.

All payments must be made in U.S. dollars.

DO NOT SEND CASH.

NOTE:

- Use this form if you have already registered and you wish to change the **test date, the test site, and/or the test(s)** for which you originally registered.
- Change of Registration Request Forms may also be completed and submitted on the Internet at the MTTC Web site (www.mttc.nesinc.com).
- Processing your request to change your test site 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, submit a Withdrawal/Refund Request Form before the late registration deadline of your original test date to withdraw from the tests you wish to change. Then submit a new registration form for the test date of your choice to register for those tests.
- To change or correct your name, address, telephone number, or social security number, submit a letter requesting the change to Evaluation Systems. There is no fee for these changes.
- You may not change the Basic Skills test to a subject-area test using this form. You must submit a Withdrawal/Refund Request Form for the Basic Skills test and then submit a Test-Add Request Form with the appropriate fee to add the subject-area test(s) that you wish to take.

1. Name

Last

First

Middle
Initial

2. Address

P.O. Box or Street Address

City or Town

State

ZIP Code

3. Social Security Number

4. Date of Birth

Month Day Year

5. Telephone Numbers

Daytime

Area Code

Evening

Area Code

6A. Test date for which you were originally registered:

- October 17, 2009
- November 14, 2009
- January 9, 2010
- April 17, 2010
- July 10, 2010

Note: A request to change your test date will change **all** of your tests from the original test date to the new test date.

6B. New test date: If you are changing your test date, check **one new date** on which you wish to take the test(s):

- October 17, 2009
- November 14, 2009
- January 9, 2010
- April 17, 2010
- July 10, 2010
- 2010–2011 program year (If you choose to change to the 2010–2011 program year, a voucher for a future test date will be sent to you.)

7A. Test area for which you were originally registered (see "Test Sites"):

Code	Area
<input type="text"/> <input type="text"/> <input type="text"/>	_____

7B. New test area: If you are changing your test area, enter the new area in which you wish to take the test:

Code	Area
<input type="text"/> <input type="text"/> <input type="text"/>	_____

8A. Original test selection: List all tests for which you are now registered (see "Test Selection"):

	Numerical Test Code	Test Name	Select your level of preparation for each test.
1.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
2.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
3.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
4.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor

8B. New test selection: List all tests for which you wish to be registered:

	Numerical Test Code	Test Name	Select your level of preparation for each test.
1.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
2.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
3.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
4.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor

NOTE: You may not change the Basic Skills test to a subject-area test using this form.

9. \$ TOTAL FEE ENCLOSED

10. I have read the 2009-2010 MTTC 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. I understand that incomplete, inaccurate, or missing information on this form may delay or jeopardize my registration. 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 OF THE EARLIER OF THE TWO ADMINISTRATION DATES INDICATED IN SECTION 6, IS NOT SIGNED, OR IS NOT ACCOMPANIED BY THE CORRECT PAYMENT, IT WILL BE RETURNED TO YOU UNPROCESSED.