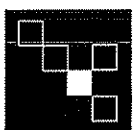


June 11, 2009

Dear Ginger and Vern:

Please find below pertinent dates for the **October 2009** exam administration. These dates will serve as a reminder of when things should be completed.

Due Date	Task
August 17 – First Time September 1 – Repeat	Deadline for applications to Board.
Mid-July (tentative)	NCEES Exam Administration Services registration opens.
August 28	Proctor request deadline. Requests should be submitted online at the NCEES Web site. A listing of states who allow proctoring can be found on the Web site.
Ongoing Final list – September 5	Receive electronic file of approved candidates registered for exam from board. <u>Partial lists are appreciated prior to this date.</u> Please send this file in an Excel format.
September 4	NCEES Exam Administration Services registration deadline.
September 4	Deadline for examinees to submit ADA and Religious Accommodation requests to NCEES (refer to NCEES Web site for application): www.ncees.org/exams/special_accommodations/
September 4	Cancellation deadline. Examinees will receive a refund of all but \$35 if they cancel online by this deadline.
September 9	Send roster of registered candidates to the board for review.
September 11	Receive final list of approved candidates from the board.
September 14	Deadline to order NCEES exams.
2–3 weeks before exam	Distribute exam authorization notices to candidates. Candidates will be notified via email that the authorization notices are available through their online account, and should be printed to bring with them for admission on exam day.
October 9	Any candidates who have not received their exam authorization by this date should call NCEES at 877-536-7729.
October 23-24	Exam administration.



ELSES
an affiliate of NCEES

280 Seneca Creek Road
PO Box 1687
Clemson, SC
29633-1687

ELSES (877) 536-7729
Fax (864) 654-6966

www.els-examreg.org

If you have any questions regarding the above dates, please feel free to call me at 877-536-7729 ext. **5243** or email me at lstrickland@ncees.org.

Sincerely,

Lea Strickland

NCEES Exam Coordinator