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THE INTERSTATE REPORTING SERVICE
NURSING HOME ADMINISTRATOR PROGRAM (NAB)
Score Transfer Request Application

For Office Use Only
DA
RN
FEE

NOTE: Omission or errors will result in delays. Please follow the instructions on the back of this form.

I. APPLICANT INFORMATION:

Current Last Name: First: M.I.

Name at Time of Exam (Last, First, M.I., if different): Other Names:

Current address: Include street#, apt#, city, state, zipcode

E-mail Address: DayTel.No.: () SSN:

II. EXAM INFORMATION: You must provide the appropriate information about the exam for score transfer.

Table with 3 columns: Date of Examination (mm-dd-yy), State/Province Applied For Examination, Candidate ID Number

III. FEES: (A) Transfer Fee: \$60.00 per examination. Initial registration is covered by the first transfer fee. In the space provided below, print the state(s) to which you want your exam score transferred.

Table with 3 columns: State(s) to Which You Want Your Score Transferred, Fee(s)

Total (A) \$
(Number of transfers x \$60.00)

(B) Expedited Fee: An ADDITIONAL \$30.00 for each state. Print below the state(s) or province(s) for which you are requesting expedited transfer.

Table with 3 columns: State(s) to Which You Want Your Score Transferred

Total (B) \$
(Number of expedited transfers x \$30.00)

GRAND TOTAL \$
(Add line "A" and line "B")

IV. METHOD OF PAYMENT: Credit cards (MasterCard/VISA only), cashiers' check, money order, certified check, or corporate business checks. PERSONAL CHECKS WILL NOT BE ACCEPTED

For credit card payment, you must provide the following: Credit Card Type: VISA MasterCard

Expiration Date Credit Card#

Credit Cardholder's Name (if different from applicant's name):

I have read the instructions on the back of this form. I certify that the information provided above is correct.

Signature Print Name Date
(Without a signature, your request will not be processed.)

THE INTERSTATE REPORTING SERVICE

NURSING HOME ADMINISTRATOR LICENSING PROGRAM (NAB)

The Interstate Reporting Service was established to facilitate the endorsement of certification licenses from one state to another.

Transfer of your scores on Nursing Home Administrator Licensing Examination may be requested any time after taking the examination. **Your scores are reported to the board in the state where you took the test at no charge to you.**

APPLICATION INSTRUCTION

- I. **APPLICANT INFORMATION:** You must provide your current name, the complete name under which you took the examination. If **different**, your current address, daytime telephone number, and social security number.
- II. **EXAMINATION INFORMATION:** For the examination score you wish to transfer, you **must** provide the date (month, day, year), the state where you applied and paid to take examination, your candidate ID number that you wrote on the answer document at the time you tested, and the name of the examination. To verify this information, you may contact the state board where you applied and took the test.
- III. **FEES:**
 - A) **TRANSFER FEE - \$60.00 for initial registration and first score transfer**
The transfer fee is **\$60.00 per examination**. The \$60.00 fee covers the initial registration for the first score transfer to your licensing board. There is a \$60.00 fee for each additional state for which you wish to transfer scores.
 - B) **EXPEDITED SERVICE FEE - \$30.00 for each state**
You may request expedited service for an **additional \$30.00** for **each** licensing board to which you want your scores transferred. Expedited processing time is 5 business days after we receive your request, otherwise, 10 business days. Expedited service may be requested 6 weeks or more after taking the examination. If you wish to have your scores faxed instead of express-mailed, please check with that board as to the acceptability of the faxed Interstate Reporting Service report. You would also need to provide us with the fax number and the name and title of the person you contacted at the licensing board.
- IV. **METHOD OF PAYMENT: Credit card (MasterCard/VISA only), certified check, cashier's check, business checks or money order made payable to PES. PERSONAL CHECKS WILL NOT BE ACCEPTED.**

In offering this service PES makes no guarantees that any licensing board will accept a score transfer in lieu of other state requirements for the purposes of licensure.

Applications for the Interstate Reporting Service may be obtained from the licensing boards. This application form may be requested at the same time that you are requesting your endorsement/licensure application from the board of the state in which you want to be licensed. Please allow three weeks from the date you mail your transfer request for the reporting of your scores to the licensing board(s). **Please include a self-addressed, stamped envelope with your request if you wish to have us send a confirmation notice that your application has been processed and mailed to the board you requested.**