

Examination Instructions

Please read and follow instructions carefully. **Exam session is voluntary.**

All exams are scheduled from 7:30 am – 12:00 noon at the Environmental Training Center, 2639 East Main Avenue, Bismarck, ND (701-328-6628). Testing will end at noon. **Payment must be received no later than the 10th of your examination month, after eligibility is confirmed. If payment is not received on time, your exam(s) will be cancelled. Best practice would be to pay for exam once confirmation letter has been received.**

To ensure expedient processing of the application, send at least one month prior to examination date. Applications that are unreadable, incomplete, or late will be returned, which could result in the applicant missing the desired test date. Problems with the returned application will be highlighted.

Applications are only valid for six months. Do not apply for exam sessions more than six months in the future.

Please provide a cell phone number and e-mail address in case we must cancel this session. **You must arrive at your scheduled time. If you agree to test at this time and find out that you will be late or cannot make the exam session, you must notify us at 701-328-6626 or 701-328-6628 as soon as possible. If you do not show up to write an examination on the date and time for which you are scheduled, future rescheduling will be at the Department's discretion.**

Examination Day Instructions

If you feel ill on day of testing or show any signs of COVID, you must stay home.

If there is a line for check-in, social distancing must be followed.

Examinees must wash hands with soap and water for 20 seconds and use hand sanitizer prior to checking in at the entryway desk.

A photo ID is required.

Pencils, calculators, and pencil sharpeners will not be provided. You must bring your own. Calculators must be simple calculators, no laptop computers, cell phones, or PDA's will be allowed. If you bring in a cell phone and it goes off during the examination period, your test will be confiscated, and you will be asked to leave.

You must arrive at **indicated time** and check in at the entryway desk.

Only one person per table.

Only one person at a time will be allowed to use the restroom.

Examination billing receipts will be available on the table by the water fountain after the exam session.

Do not call for results. They will be sent out as soon as they are available.