



Comptroller of Public Accounts – Training and Policy Development Testing Registration Form

REGISTRATION AND ENROLLMENT NOTIFICATION

Once the registration form has been received and processed the tester will receive a confirmation email within 24 hours of enrollment. (Please ensure your email address is legible on the form so that you will receive the confirmation email.) The exam must be taken within *60 days of enrollment*. The expiration date of the exam will be on the confirmation email that is sent with further instructions about the exam.

NOTICE: Exams are nonrefundable and nontransferable.

ACCEPTABLE PROCTORS AND TESTING SITES

Testing and Evaluation Services approves testing centers hosted by an accredited university or community college. Government issued Photo IDs will be required. Appointments may be required. Please contact your testing center to ensure your exam is ready and for available testing times in your 60-day testing window. Any proctoring fees charged by an alternate testing site are the sole responsibility of the examinee.

TIME & MATERIALS

A two-hour maximum time limit is allowed for each exam. Students will be provided an answer bubble-in sheet, but are expected to bring their own #2 pencil for marking answers on them. Students are allowed to use a calculator during all exams **except** the CTCM exam. Students will need to bring their own non-programmable calculator to the Testing Center if they wish to use it during the exam.

EXAM RESULTS

Testing and Evaluation Services will mail you a grade report within 10 business days of exam grade posting. The actual exam will be sent to CPA.

REPROCESSING AND EXTENSION

Testing and Evaluation Services will allow a one-time extension, change of site, or change of exam type for a fee of \$50. Submission of the Reprocessing Form to request the one-time allowance must be received by the UT Testing Center prior to exam expiration.



The University of Texas at Austin
Testing and Evaluation Services

Comptroller of Public Accounts – Training and Policy Development

Testing Registration Form

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PERSONAL INFORMATION

997891 | | Male Female
Affiliation Code **Birth Date** **Check One**

Name: _____
 Last First MI

Address: _____
 Street Apt#

 City State ZIP

Phone: _____
 Primary Secondary

Email: _____

TESTING LOCATION (CHECK ONE)

Testing and Evaluation Services
 Located at 1912 Speedway, SZB 547 Austin, TX 78712.
 Government issued Photo IDs are required. Visit website for testing hours and once a month Saturday testing dates.

Alternate Testing Site (Outside Austin)
 Please fill out the information below if you will be testing at a facility other than UT Testing Center.

EXAM REQUEST (CHECK ONE)

CTCD - Certified TX Contract Developer

CTCM –Certified TX Contract Manager

EXAM TO BE PROCTORED/SUPERVISED BY:

Proctor Name & Title: _____

Facility Name: _____

Facility Address: _____
 Street

 City State ZIP

Phone Number: _____

Email: _____

TRAINING COURSE COMPLETION DATE

 Month Date Year

PAYMENT

I am paying with a Purchase Order: \$130.00
 (Application must be accompanied by a Purchase Order to be considered complete.)
 Vendor: Testing and Evaluation Services, The University of Texas at Austin.
 Tax ID:746000203 Vendor ID: 3721721721)

I am paying with a Money Order, Check or Credit Card: \$120.00
 (Application must be accompanied by full payment to be considered complete.)

Money Order
 (Attach. Payable to: The University of Texas at Austin.)

Check #:
 (Attach. Payable to: The University of Texas at Austin.)

AGREEMENT

In submitting this application, I agree to abide by the policies governing Testing and Evaluation Services and The University of Texas at Austin. I agree not to distribute or release information or compromise the examination materials.

Credit Card:
 Visa Discover Mastercard Amex

Number _____ Exp Date _____
 Cardholder Name (Print.) _____

Applicant's Signature _____ Date _____

SUBMISSION & CONTACT INFORMATION

Physical Address: UT Testing Center 1912 Speedway Sanchez Building 547 Austin, TX. 78712	Mail: UT Testing Center P.O. Box 7246 Austin, TX. 78713-7246	Email: Scan and send as an email to testingscenter@austin.utexas.edu	Phone: (512) 471-0222
Website: https://testingservices.utexas.edu/dev			Fax: (512) 475-7933