D&S Diversified Technologies

PO Box #418, Findlay, OH 45839-0418 WEB SITE – www.hdmaster.com
Toll Free 877-851-2355 – Local 419-420-1605 - Fax 419-422-8367 - EMAIL-hdmastereast@hdmaster.com

PROVIDING STNA TESTING SOLUTIONS THROUGHOUT OHIO- EFFECTIVE -JULY 2010

D&S Diversified Technologies OHIO TESTING AND REGISTRY APPLICATION RATE STRUCTURE FORM 1402

****Must fill out Option 1 or 2 (below) and the Payment Option **Applications received without payment will be RETURNED**** For ***initial applications*** include one ***Form 1101 OH*** for ***EACH CANDIDATE AND COPY OF TRAINING CERTIFICATE***For D&S DT ***retest applications*** include ***Form 1301 OH (D&S DT failure notice)*** from ***EACH CANDIDATE Regular and priority faxed applications MUST*** **be received in Findlay 10 Working Days before 1st requested test date.**

OPTION 1: FIXED Test Dates - Candidates that must use Fixed (Regional) Test sites – Please pick a 1st and 2nd choice from Form 1700 OH

1st Choice Test Date: (From 1700 OH Test Schedule)

_____ _____
4 Digit Test Site # Test Site Name

_____/_____
Test Month Test Date

2nd Choice Test Date: (From 1700 OH Test Schedule)

_____ _____
4 Digit Test Site # Test Site Name

_____/_____
Test Month Test Date

OPTION 2: D&S DT Approved Flexible Test Sites–Only in Facility Training & Educational Programs testing in their own facilities

Name of Flexible Test Site: _____ **Mutually agreed upon Pre-Scheduled Test Date** _____/_____/_____
Agreed Upon Testing Time(s):_____AM Flight _____PM Flight
Print Flexible Site Contact Person's Name:_____Email:_____
Phone (____) _____-_____ Assigned 4 Digit Test Site #:_____ (Last four digits of ODH # or from approved facility application form 1502 OH)
Site Address: _____ City: _____ State: _____ ZIP: _____
Name of agreed upon Evaluator: _____

List up to twelve candidate(s) social security numbers – for more than twelve use backside of this form

_____ _____ _____ _____
_____ _____ _____ _____
_____ _____ _____ _____

Test/Service	TOTAL #	$Price$	Total Cost
Written		$24.00 ea	
Oral		$34.00 ea	
Skills		$76.00 ea	
Reschedule		$35.00 ea	
Cancellation		$24.00 ea	
Priority Fax Service -I understand that my credit card will be charged an additional $5- each application Initial here_____		$5.00 ea	
Overnight Shipping		$19.50	
Express Service Fee		$15.00 ea	

Grand Total Enclosed _____

NO PERSONAL CHECKS. Checks from Facilities are acceptable.
*******If Fax charge is not initialed application will be sent back*****.**

If retesting, attach form 1301 for each retest candidate.
For ADA Accommodations attach form 1404 OH.
10 Day PRIORITY FAX SERVICE (Optional) Fax 419-422-8328 available **Monday - Friday 8:00am-3:00pm** EST – Holidays Excluded. Applications will be processed and confirmation notices mailed on the day the applications are received by fax. Available for emergency situations. Ten (10) workdays advanced notice is still required before 1st Test Date.
OPTIONAL EXPRESS SERVICE: Application(s) must be received five workdays prior to 1st requested test date. Additional $15 per candidate plus express overnight shipping charge of $19.50 (No additional Fax charge.)
WEB ETEST© High Volume users toll free electronic application submission**.** Call 1-877-851-2355 for more information.
****IF YOU FAX YOUR APPLICATION PLEASE INITIAL IN FAX CHARGE BOX.** DO NOT MAIL THE ORIGINAL**Candidates may ONLY send cashiers check, money order OR Visa /Master Card.

Make payment to D&S Diversified Technologies --- PO Box #418, Findlay, OH 45839-0418 **(NO PERSONAL CHECKS ACCEPTED)**
If Facility paid then Facility name and address:_____
Credit Card # (Visa, MC)_____Expiration Date: _____/_____
Print Name as it appears on credit card: _____ Phone:_____
Authorized Card Holder Signature:_____Date:_____Zip:_____
PO Number for credit approved Facilities:_____ Facility Name: _____
Print Contact Person:_____ and list phone number: _____

*****Reschedules*****-** An individual may reschedule one time during the three attempt testing cycle to a new mutually agreed upon test date and site for no charge up **to 24 hours from the actual testing time** (excluding Sundays and holidays). Reschedules must occur **within 60 days** of the actual testing date. If reschedules are not made within the 60 days you will be charged a $35 reschedule fee. Any further reschedules will be **charged at the rate of $35** which must be paid before the reschedule can occur. **No refunds will be granted after 120 calendar days**

** **Cancellations MUST be faxed or emailed, no phone calls will be accepted to qualify for a full refund minus a $24 cancellation fee.** Cancellations or reschedules must be made 24 hours from the actual testing time (excluding Sundays and holidays). Any cancellations or reschedules less than 24 hours prior to the test will result in a NO SHOW STATUS FOR THE CANDIDATE. Candidate must submit a new application with payment to be scheduled. **No refunds will be granted after 120 calendar days.**

No Shows- If you are scheduled for your test and don't show up without notifying D&S DT at least 24 hours from the actual testing time (excluding Sundays and holidays) you will be considered a **NO SHOW** and **must submit a new application with all required fees to be scheduled for a new test date. No refunds will be granted after 120 calendar days.**

Please Note: If submitted forms are incomplete and/or the required documentation (TRAINING CERTIFICATE, NO SIGNATURE ON 1101 or PAYMENT is not included), this application will NOT BE ACCEPTED and will be returned for completion. Our official date of receipt will not be recorded until we receive the correct information and testing fees.

I also authorize a fax fee of $5.00 charged to my credit card if I faxed my application into D&S. I also understand that if this is my first time testing that I must take both the written and skill test. If this is a re-take test I must re-test on the portion that I failed. I understand that if I paid by credit card that my credit card will be billed for both the written and skill test or for the portion of the test that I failed plus the fax fee, express charges and overnight charges if my application is received less than 10 days from my testing date. Candidate MUST sign verifying acceptance (UNSIGNED WILL BE RETURNED)

Please call the Findlay office if you don't get an Email OR regular Mail response within 5 days

_____ _____
CANDIDATE SIGNATURE (UNSIGNED APPLICATIONS WILL BE RETURNED! Date