Method of Payment:
☐ CHECK
☐ Money Order

Payable to Charter Oak State College

55 Paul Manafort Drive
New Britain, CT 06053-2142
PH: (860) 832-3800 FAX: (860) 832-3999

ATTENTION: USE THIS FORM ONLY IF YOU ARE A MATRICULATED CHARTER OAK STATE COLLEGE STUDENT INTENDING TO TAKE AN EXAM AT COSC.

Please Print:

Social Security Number                  Daytime Phone Number

Last Name                              First          M.I.

Street Address

City                  State              Zip Code

Signature

REQUEST FOR TECEP TEST ADMINISTRATION

__ Advertising                                                             __ Marketing Communications
__ Business in Society                                                     __ Marriage & the Family
__ Business Policy (does not meet COSC capstone course)                   __ Network Technology
__ English Composition I                                                   __ Principles of Finance
__ English Composition II                                                  __ Psychology of Women
__ Federal Income Taxation                                                 __ Public Relations Thought & Practice
__ Financial Markets & Institutions                                         __ Sales Management
__ Introduction to Human Services                                          __ Security Analysis & Portfolio Management
__ Introduction to News Reporting                                          __ The Science of Nutrition
__ Introduction to Operations Management                                    __ Technical Writing
__ Kinesiology                                                            

I shall be ready to take the above-marked test on ______________ at __________am/pm at Charter Oak State College in New Britain, CT. (Specific date and time must be arranged with the Charter Oak State College testing staff prior to mailing this form.)

All testing fees are payable to Charter Oak State College and may be in the form of personal checks or by money order. PLEASE NOTE: Registration forms and fees must arrive at our New Britain location no later than seven weeks prior to the test date. If you must reschedule your exam(s), you will be required to pay a $35.00. The administration fee is non-refundable.
Exam Registration Procedures- TECEP

1. At least **seven** weeks prior to when you’d like to sit for an exam, call the New Britain office (860) 832-3822 to schedule the date and time. Ask to speak with the testing staff.

2. **If you have a disability** and need special accommodations, this must be arranged at the time that you call to schedule the exam.

3. Mail your registration form and fees to the above address so that they arrive **no later than** six weeks prior to the test date. All test administration fees are non-refundable.

4. You must bring a photo identification to sit for an exam.

**CHARTER OAK STATE COLLEGE MAIN OFFICE** (New Britain)

From **Springfield, MA and other points NORTH of Hartford**:
- Take I-91 South to I-84 West to Exit 39A, to Rte 9 South.
- Take Exit 29, At end of exit turn right onto Ella Grasso Blvd
- At next major intersection, turn left onto Stanley St.
- At next light (Dunkin Donuts), turn left onto Paul Manafort Dr.
- Charter Oak’s parking lot is on the right.

From **New York and other points SOUTH of New Britain**:
- Take I-95 North to I-91 North to Exit 22 North to Rte. 9 North.
- Follow Rte. 9 to Exit 29, Cedar St (Rte. 175).
- At traffic light at end of ramp take a left onto Rte 175.
- At second light, turn right onto Paul J. Manafort Dr.
- At next light, turn left into the Charter Oak State College parking lot.

From **Boston and other points EAST of New Britain**:
- Take I-84 East to Exit 39A to Rte. 9 South.
- Take Exit 29 off Rte. 9 to Ella Grasso Blvd.
- At end of exit, turn right onto Ella Grasso Blvd.
- At next major intersection, turn left onto Stanley St.
- At next light (Dunkin Donuts), turn left onto Paul Manafort Dr.
- Charter Oak’s parking lot is on the right.

**DIRECTIONS TO CHARTER OAK STATE COLLEGE Satellite Office** (Newington)
85 Alumni Road, Newington, CT 06111

From the **North**: Take I-91 South to I-84 West to Exit 39A, to Rte 9 South. Take Exit 29 off Rte. 9 South. At end of exit turn right onto Ella Grasso Blvd., then at the next major intersection, turn right onto Fenn Road. At the end of the road, turn left onto Rt. 175 East (which becomes Cedar Street in Newington). Go through one light and look for the Dunkin Donuts on your left. Just after the Dunkin Donuts there is a Citgo Gas Station. Turn left onto Alumni Rd, just after the Citgo Station (before the light). Go down the hill and we are the white building on the left. You’ll see the COSC/CTDLC sign.

From the **South**: Take I-95 North to I-91 North to Exit 22 North to Rte. 9 North. Follow Rte. 9 to Exit 29, Cedar Street (Rte. 175). At traffic light at the end of the ramp take a right onto Rte 175. Go through one light and look for the Dunkin Donuts on your left. Just after the Dunkin Donuts there is a Citgo Gas Station. Turn left onto Alumni Rd, just after the Citgo Station (before the light). Go down the hill and we are the white building on the left. You’ll see the COSC/CTDLC sign.

From the **East**: Take I-84 West to Exit 39A to Rte. 9 South. Take Exit 29 off Rte. 9 to Ella Grasso Blvd.
- At end of exit, turn right onto Ella Grasso Blvd.
- At next major intersection, turn right onto Fenn Road.
- At the end of the road, turn left onto Rt. 175 East (which becomes Cedar Street in Newington). Go through one light and look for the Dunkin Donuts on your left. Just after the Dunkin Donuts there is a Citgo Gas Station. Turn left onto Alumni Rd, just after the Citgo Station (before the light). Go down the hill and we are the white building on the left. You’ll see the COSC/CTDLC sign.

From the **West**: Take I-84 East to Exit 39A to Rte. 9 South. Take Exit 29 off Rte. 9 South to Ella Grasso Blvd. At end of exit turn left onto Ella Grasso Blvd., then at the next major intersection, turn right onto Fenn Road.
- At the end of the road, turn left onto Rt. 175 East (which becomes Cedar Street in Newington). Go through one light and look for the Dunkin Donuts on your left. Just after the Dunkin Donuts there is a Citgo Gas Station. Turn left onto Alumni Rd, just after the Citgo Gas Station (before the light). Go down the hill and we are the white building on the left. You’ll see the COSC/CTDLC sign.

For More TECEP information visit:
http://www.tesc.edu/701.php