



# Makeup Exam Request Form

American Traffic Safety Services Association (ATSSA)

## Course Selection

- Traffic Control Technician (TCT)
- Traffic Control Supervisor (TCS)
- Traffic Control Design Specialist (TCDS)
- Guardrail Installation Technician (GIT)
- Pavement Marking Technician (PMT)
- Operation & Application of Truck-Mounted Attenuators (TMA)

If this is a state specific exam, please provide the state: \_\_\_\_\_  
*Most state-specific exams are available. Please note that some states do not allow makeup exam.*

## Proctored Makeup Exam Options

1.  **Take Exam at an ATSSA Course** – Fees: \$50 ATSSA members, \$60 non-members  
 Course Location: \_\_\_\_\_ Date: \_\_\_\_\_
  - o Classroom courses only. You must be present for the exam on the last day of the course. For a course schedule, please call ATSSA.
  - o ATSSA must receive this completed form within 10 working days of your scheduled exam date to guarantee that your exam reaches the intended destination in a timely manner.
2.  **Take Exam Online\*** – Fees: \$50 ATSSA members, \$60 non-members  
*You must provide a current email address to receive an exam link. Most state-specific exams are available.*
3.  **Take Exam on Your Own (Paper Format)\*** – Fees: \$100 ATSSA members, \$125 non-members  
 Exam Date: \_\_\_\_\_
  - o ATSSA must receive this completed form within 10 working days of your scheduled exam date to guarantee that your exam reaches the intended destination in a timely manner.
  - o Exam results will be provided within one week of receiving the completed makeup exam.

- \*For options 2 and 3, it is your responsibility to obtain a proctor. The proctor may be:
- a professional educator (teacher, principal, etc.) with current teaching credentials;
  - an HR manager, training staff, or similar;
  - a public official at the department head level; or
  - a city, county or state staff person.

*The proctor cannot be a person with whom you have a direct working relationship.*

## Proctor Information (All fields are required. Incomplete forms will be returned.)

Proctor Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company/Agency/School: \_\_\_\_\_  
 Shipping Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Proctor Signature: \_\_\_\_\_

## Student Information (All fields are required. Incomplete forms will be returned.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company/Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Payment Method

Government Purchase Order (copy of PO required at time of registration) PO# \_\_\_\_\_  
 Check/Money Order (payable to ATSSA) Credit Card:  Visa  MC  AMEX  Discover  
 Card Number: \_\_\_\_\_ Exp. Date (MM/YY): \_\_\_\_\_ CVV \_\_\_\_\_  
 Card Billing Address: \_\_\_\_\_ Billing Zip: \_\_\_\_\_  
 Cardholder's Name and Signature: \_\_\_\_\_

## Submit Form

**To mail with check, send to:**  
 American Traffic Safety Services Association, Inc.  
 P.O. Box 825479, Philadelphia, PA 19182-5479

**Email:** customerservice@atssa.com  
**Fax:** 540-368-1717

**To mail with credit card information, send to:**  
 ATSSA, Attn: Customer Service  
 15 Riverside Parkway, Fredericksburg, VA 22406-1077

**SUBMIT FORM**