

PCAT Fees and Special Services

- All PCAT fee payments are deposited immediately upon receipt.
- Deposit of fee payments does not guarantee that you will be admitted to the test.
- If your registration does not meet the requirements in the most recent version of the CIB on the PCAT website, your registration may be cancelled.
- All PCAT fees are subject to change without notice.

Registration Fee: \$150.00

- Allows you to register online or via paper Registration Form
- Allows you to take the test as long as all requirements and deadlines are met
- Includes one paper personal Score Report mailed to you
- Includes Official Transcripts sent to three schools that you specify at registration

If you do not designate all three schools or you wish to change your schools after you submit your registration, you **MUST** pay the Additional Transcript Fee for each change requested later.
- You **CANNOT** change your Test Center Location after you submit your registration.

Fees for Optional Services

All Optional fees are in addition to the Registration Fee.

- All Optional fees will only be accepted if all requirements and deadlines are met.
- **Paper Registration Form Fee: \$50.00**
See “Submitting a Paper Registration Form.”
- **Late Registration Fee: \$49.00 (for online registration only)**
- **Special Testing Location Fee:** \$189.00 (non-refundable) for locations within the U.S., Canada, or Puerto Rico; \$189.00 (non-refundable) + \$271.00 administrative fees (total \$460.00) for locations outside the U.S., Canada, or Puerto Rico.

To test at a special location:

1. You must live 150 miles from a scheduled Test Center.
2. You must register for the PCAT

If you register and pay your fees online and want to test at a Special Testing Location in the U.S., Canada, or Puerto Rico, follow the instructions online to make your request at the time of registration.

If submitting a paper Registration Form and requesting a Special Testing Location in the U.S., Canada, or Puerto Rico, you must also submit the following:

- a. A written statement explaining why you need a Special Testing Location
 - b. A money order (payable in U.S. dollars) for the Special Testing Location Fee
3. You must pay an additional administrative fee if you need a Special Testing Location outside the U.S., Canada, or Puerto Rico. Call or email PSE Customer Relations for instructions.
 4. It is your responsibility to locate a test site and make arrangements, including finding a Special Test Administrator, for the PCAT to be administered to you. A PCAT Special Test Administrator for a Special Testing Location must have at least a master's degree, but preferably a doctorate, and experience administering a standardized test.
 5. Your registration, written request, and entire fee payment must have been received by the Special Registration Deadline or no arrangements for a Special Testing Location will be made.

Although Pearson cannot guarantee that the PCAT will be administered at the testing location you prefer, every attempt will be made to have it administered at your preferred location or within 75 miles of the address at which you will be residing on the test date for which you are applying.

- **Additional Official Transcript Fee: \$20.00 each**

You must pay the Additional Transcript Fee for each Official Transcript recipient request made after you submit your registration. If you choose not to designate three score recipients when you register or if you wish to add score recipients, you **must** still pay the Additional Transcript Fee for each additional request.

- **Additional Personal Score Report Fee: \$20.00 each**

There is a fee for each additional personal Score Report requested (see "Requesting Additional Personal Score Reports and Official Transcripts").

- **Handscoring Fee (for the five multiple-choice subtests): \$40.00 each request**
See “Verifying Your Scores by Rescoring.”
- **Rescore Fee (for the Writing subtest): \$50.00 (non-refundable)**
See “Verifying Your Scores by Rescoring.”
- **Online Practice Test Fee: one for \$40.00 or both at the same time for \$60.00 (non-refundable)**
See “Online Practice Tests.”

Non-Saturday Administrations

- For candidates whose religious convictions prohibit them from testing on a Saturday, a special testing date following the scheduled test date may be arranged.
 1. Generally given on the Sunday or Monday immediately following the Saturday national test date
 2. No additional fee
- Please refer to the back cover of this booklet for deadlines.
- At the time of registration (either online or with a paper Registration Form), you must indicate your need for a special arrangement, BUT your actual request **must** be made in writing, submitted by mail, and received at Pearson by the Special Registration Deadline and include the following:
 1. A cover letter specifying that a Non-Saturday Administration is needed
 2. A letter on official letterhead from a rabbi, pastor, or religious leader in support of your request for a Non-Saturday Administration
- If registering online, you must mail all required documents to the appropriate address listed on the **inside front cover** of this booklet.
- If registering via paper registration, you must mail all required documents to the appropriate address listed on the inside front cover of this booklet along with the completed paper Registration Form.

Accommodations for Candidates with Disabilities

Pearson provides testing accommodations for candidates with disabilities in accordance with the Americans with Disabilities Act (ADA). Any individual who has a physical impairment or limitation described as a disability under the ADA may request special testing arrangements.

Requests for accommodations for candidates with disabilities **must** be received by Pearson by the Special Registration Deadlines as indicated on the back cover of this booklet. There is no additional charge for special accommodations for candidates with disabilities.

At the time of registration (either online or with a paper Registration Form), indicate your need for a special arrangement, but your actual request for special accommodations must be made in writing and submitted by mail. Your written request **must** include a completed Accommodations Request Form and a current letter from an appropriate professional authority describing the nature of your functional limitation that applies to taking a test and the specific accommodations you will need for testing. Your request will be reviewed by Pearson, and you will be notified whether your request for special accommodations has been approved. If your request is denied, you may appeal the decision by following the procedure described on the PCAT website. The Test Center will be notified of the accommodations that you require and will provide them appropriately.

Please refer to the PCAT website for a printable Accommodations Request Form and for complete information concerning how to request special accommodations. If you have any questions after referring to the information on the PCAT website, please email or call PSE Customer Relations.

Additional Documentation

Additional documentation may be required if a candidate does not provide sufficient documentation or requests changes to accommodations initially requested. In order to process a request for an accommodation, the additional information must be received by Pearson at least 30 business days before the scheduled examination date.

Appeal of Decisions

If a candidate's requested accommodations are denied or modified and he or she wishes to appeal this determination, the candidate may do so by contacting Pearson's ADA Coordinator in writing at PSE Customer Relations, 19500 Bulverde Road, San Antonio, Texas 78259, and requesting an appeal of Pearson's decision within 7 business days of the receipt of the decision. Within 12 business days of Pearson's receipt of the candidate's notice of appeal, Pearson's ADA Coordinator, General Counsel, and any experts and consultants that Pearson may deem appropriate and necessary, will hear the appeal and you will be notified of the decision.

Cancelling Your Registration

- You may be able to receive a partial refund if your request for cancellation is **RECEIVED** before the Registration Cancellation Deadline for the appropriate test date.

- Refer to the back cover of this booklet for deadlines.
- **Cancellations received after the posted deadline will not be eligible for any refund.**
- If the refund requirements are met, within 6 to 8 weeks of receipt of your request you will receive:
 1. Half of your Registration Fee
 2. 80% of any additional Official Transcript fees paid at time of registration

The remainder of your fee payments will be retained by Pearson as a processing fee.
- **Fee payments may NOT be applied to future test dates.**
- **Fees for Special Testing Locations are not refunded under any circumstances.**
- If you registered online, you must cancel your registration online:
 1. You will need the three digit security code on the back of your credit card.
 2. If you lose your card or it is replaced after you register, you must contact PSE Customer Relations.
- If you registered via the paper Registration Form, you must cancel your registration by writing to Pearson and including the following:
 1. Your name, mailing address, email address, daytime telephone number, and Social Security number (or Social Insurance number, if Canadian)
 2. The name of the test you are registered to take—PCAT
 3. The date you are scheduled to take the test
 4. Your signature

Mail your registration cancellation to the appropriate address shown on the inside front cover of this booklet.