HOW TO REQUEST A TESTING SLOT

Bayamon, Metro, and Rio Piedras ROTC candidates must sign up via email to **Prof. Vedbraaten** (omayra.vedbraaten@upr.edu)
Gurabo, & Cayey candidates must contact **Prof. Cole** sharyn.cole@us.af.mil

All requests must be made at least **48 hours before** the testing date and time (tests are given at 1430 hours unless otherwise changed and previously notified.). No testing slot requests will be accepted after the 48 hours have passed. Tests will **not** be given to drop-ins nor to late arrivals to the testing session.
ALL REQUESTS MUST BE DONE IN ENGLISH (Requests in other languages are not accepted)

Proper professional etiquette and protocols are followed; therefore, our department personnel is not on a first-name basis. You will use professional and correct protocols for addressing work environment personnel in the military and federal government; please refer to all working personnel by their ranks and last names, titles, or Mr. or Ms. The Email for the Test Slot Request must contain the following:

Subject Line: Request for Test Slot
Hello Prof. Vedbraaten,
Short paragraph stating the type of test (ALCPT or ECLT) requested and reason(s) for the request: **new entry, current student, progress**, etc. If the candidate already knows the next testing date(s), he or she must request the specific testing date.

You *MUST* include the information below
Full Name: Both Last Names, First
Test Requested:
Date in which you'll be taking the test: (Please refer to the testing schedule)
MS Level or Applicant:
*ROTC Campus***:**
Student Number:
University:
Cell number:
Email address:
After this information, a standard closing will suffice

Example:
Subject: Request for testing slot
Hello Prof. Vedbraaten,
I'm requesting a testing slot for the date (day, month, and year). The purpose of this request is for a new entry or candidate purposes (*if there are other reasons for requesting testing please state the reason here*).
My personal information is as follows:
Full Name: Gonzalez Perez, Moony C
Test Requested: ALCPT
Testing Date and time requested: Day Month Year (ex. 10 January 2024 at 1430)
MS Level or Applicant: Applicant
ROTC Campus: Any of the following (Rio Piedras, Metro, Bayamon)
Student Number: Y2K00000
University: Polytechnic or whichever University you are currently studying
Cell number: 939-939-3993
Email address: moonysupercat@crazymail.com

Test Candidates: You must wait for confirmation that you have a test slot from the Test Scheduler.
Current Cadets: After receiving a testing slot, you must maintain good attendance and turn in all required coursework to obtain and maintain a testing slot. Failure to attend or turn in assignments could revoke your testing slot.

*** Disclaimer: A third test will not be scheduled after two no-shows for testing. You would have to plead your case with the Chief (Prof. Nice) and the ROTC Recruiter (Mr. Hernandez) for a determination to receive a testing slot