



Group Testing Request

This form will be accepted through Dec. 31, 2026.

Contact DANB with any questions at 1-800-367-3262 or email docreview@danb.org.

Mail to: DANB
Attn: Group Testing
444 N. Michigan Ave., Suite 900
Chicago, IL 60611

Email to: financefax@danb.org
(Do NOT submit twice or you will be charged twice.)

Policy

Group testing is available for groups of seven or more candidates who are applying to take the same DANB-administered exam. Requests for group testing must be submitted at least six weeks before the requested testing date(s). Applications may take 2–4 weeks to process. **To ensure efficient processing, we strongly recommend that each candidate creates a DANB account online (www.danb.org) before this group testing form is submitted. This helps to ensure that DANB has complete and accurate candidate information.**

Group testing exam appointments will be scheduled on the same day at the same test center. The exam appointment start times will vary depending on the test center availability and the test center hours of operation. Typical exam appointments will be scheduled between 8:00 a.m. and 6:00 p.m. Each candidate in the group may be scheduled to test at different times. DANB will email the group testing contact listed on this form once the group is scheduled. Each candidate will receive an appointment confirmation email from Pearson VUE. **Once the exam appointments are scheduled, the group cannot be rescheduled.** Candidates can individually reschedule their appointments and test on their own, but DANB cannot reschedule the group’s testing date or group appointment times.

When arranging group testing, please keep in mind that only scheduled exam candidates will be allowed in the Pearson VUE test centers.

As a reminder, **the exam is confidential.** Any individual who removes or attempts to remove testing related materials from the test center, or who attempts to memorize, distribute or otherwise misuse an exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of DANB, will be subject to legal action. Any candidate or certificant who engages in improper behavior also will be subject to disciplinary action by DANB, which may include denial or revocation of certification or recertification.

Groups taking an exam together must all take the exam in the same language. Please contact docreview@danb.org if you have questions.

Additionally, candidates requesting accommodations with their exam cannot be scheduled with a group and must be scheduled individually.

Please review policies outlined in the Group Payer Info Sheet on p. 3 of this packet.

We will review the applications within 2–4 weeks and will contact you by email if anything further is needed. If all applications are complete, then DANB will work with Pearson VUE to schedule the appointments. An email will be sent to the group testing contact with the specific testing information. The group testing contact is responsible for notifying each candidate of their finalized exam date, time, and location. Any candidates who do not test as scheduled will need to reapply with additional documentation and payment.

Group Testing Checklist

When applying for an exam, candidates are responsible for understanding and complying with the policies and procedures in the [Candidate Handbook](#), available at www.danb.org/exams/forms-and-policies.

- Is the DANB Group Testing form completed in full?
- Are all of the exam candidates listed on the DANB Group Testing form?
- Did each candidate create an online DANB account? This is not required, but strongly encouraged for efficient processing.
- Did all the candidates complete an exam application in full and include any required documentation? Please refer to the appropriate exam application packet at www.danb.org for documentation requirements.
- Has full payment been included?
- Have you read the Group Payer and Policy Info Sheet provided on p. 3 of this packet?

Group Contact Information

Name _____

School/Office _____ DANB Program Code _____

Email* _____ Phone _____



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Group Testing Request

Number of exam applications (must be seven or more) _____

Exam type (must be same exam type) _____

Requested Pearson VUE test center location (DANB cannot guarantee availability at specific test centers):

Visit www.vue.com/danb for available locations.

1st Choice	_____	_____	2nd Choice	_____	_____
	City	State		City	State

Request group testing date (Specific times or times of day may NOT be requested*). Three different date options are required:

1st Choice	_____	2nd Choice	_____	3rd Choice	_____
	(mm/dd/yyyy)		(mm/dd/yyyy)		(mm/dd/yyyy)

Candidate Names

Please list all candidates below. Any candidates not listed will not be scheduled with the group.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____
- 17 _____
- 18 _____
- 19 _____
- 20 _____
- 21 _____
- 22 _____
- 23 _____
- 24 _____

If you are buying exams or courses on behalf of others, please read the information below.

Buying exams for others

- Once a candidate redeems an exam code, it cannot be reassigned to another candidate. The payer cannot cancel an exam or testing window on the candidate's behalf.
- After candidates apply, they are responsible for scheduling their exam after receiving an email from DANB. Only the candidate can schedule, reschedule or cancel the exam.
- If the application is not missing any information or required documentation, application review and exam authorization process can take up to 7 business days from the date when the application was received. Processing times may increase during busy periods or if the application submitted is not complete. Once the exam is authorized, candidates must schedule and take their exam within their 60-day testing window.
- If the candidate cancels the exam before it is authorized, a refund will be provided to the payer, minus the \$75 processing fee.
- If the candidate cancels an exam after it is authorized, a refund will be provided to the payer, minus the \$40 cancellation fee and the \$75 processing fee. For in-person exams, candidates must cancel their exam appointment with Pearson VUE more than 24 hours in advance. Online proctored exams can be canceled at any point up until the exam appointment start time. Candidates must then submit a Request to Cancel a Testing Window before their 60-day testing window expires.
- By signing the exam application, the candidate gives permission for DANB to confirm to payers the receipt of any DANB exam application, the date received, and the pass/fail status of exams leading to certifications or certificates.

Buying courses for others

- Course purchases are nonrefundable.
- Course redeem codes can be withdrawn and reassigned if the learner does not redeem the course.
- Once a learner redeems a course, it cannot be reassigned to another learner.
- Payers confirm that they have the learner's permission to provide their name and email address to DANB to assign a course.
- Payers who assign courses to learners will be able to see the learner's course progress and assessment scores in the reports section of their code dashboard.

Submitting payment to DANB for exams or courses confirms that the payer has read and understands these payer policies.