

**The University of the State of New York**  
 THE STATE EDUCATION DEPARTMENT  
 High School Equivalency (HSE) Office  
 89 Washington Avenue, EBA 460, Albany, NY 12234  
 518-474-5906  
[hsetc@nysed.gov](mailto:hsetc@nysed.gov)

*STAFF APPOINTMENT FORM FOR TEST CENTER STAFF ADMINISTERING THE NYS HSE EXAM*

**COMPLETE APPLICATION AS DIRECTED AND EMAIL TO THE ADDRESS ABOVE**

Are you applying to become a new test center? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If NYSED approved Test Center, 3-Digit Code:	Test Center Name:		
Street Address:	State: NY	Zip:	
City:	Phone Number: (include area code)		

Applicant Information			
For What Position Are You Seeking Approval? Coordinator: <input type="checkbox"/> Examiner: <input type="checkbox"/>			
Will This Examiner Administer Exams at Addendum Sites? YES <input type="checkbox"/> NO <input type="checkbox"/>		Addendum 3-Digit Codes (If Applicable):	
Last Name:	First Name:	Middle Initial:	
Street Address:	Apt.	City:	Zip:
Email:			Gender: M <input type="checkbox"/> F <input type="checkbox"/>

Administrative Information	
Current or Proposed (If New) Test Center Coordinator Name:	Current or Proposed (If New) Test Center Coordinator Email:
Name and Title of Administrator Recommending New Applicant (If Different than Above):	Email of Administrator Recommending New Applicant (If Different than Above):
Signature of Recommending Administrator:	Date ____ / ____ / ____ mm dd yyyy

**Note:** This appointment form must be accompanied by the resume of the person seeking NYSED approval. A four-year degree is required for the Coordinator position, and a bachelor's or associate's degree for Examiners.