

**TO ENSURE TIME AND SEAT AVAILABILITY, IT IS BEST TO CONTACT THE TESTING CENTER TO SCHEDULE A SPECIFIC APPOINTMENT TIME TO COMPLETE A TEST:**

- **Leanne Nay**
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- **(620) 417-1042**
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**IF TESTING CENTER IS CLOSED OR UNABLE TO ANSWER THE PHONE, PLEASE LEAVE A MESSAGE VIA EMAIL, VOICEMAIL, OR WRITTEN NOTE (may slide it under door) AND YOU WILL BE CONTACTED AS SOON AS POSSIBLE.**

**YOUR MESSAGE SHOULD CONTAIN ALL OF THE FOLLOWING:**

- **YOUR FIRST AND LAST NAME.**
- **A GOOD CONTACT PHONE NUMBER AND/OR EMAIL ADDRESS.**
- **INSTRUCTOR'S FULL NAME, NAME OF CLASS, AND SPECIFIC TEST/EXAM (if applicable).**
- **PREFERRED APPOINTMENT DATE AND TIME.**
- **BEST TIME TO CONTACT YOU.**