

## Account Request Form

Submit responses in the blank column on the right  
Return completed form to your LTI Sales Representative

Client Information	
Name of organization	
Address	
Type (Commercial or Government)	
Website	
Time Zone	
Account Administrator – Client Site Portal Admin	
Name	
Title	
Phone	
E-mail	
Billing Contact (if different from Account Administrator)	
Name	
Title	
Address	
Phone	
E-mail	
Additional Client Site Portal Users	
Name	
Title	
Phone	
E-mail	
Name	
Title	
Phone	
E-mail	
Name	
Title	
Phone	
E-mail	

Test Information	
Purpose of testing (talent acquisition, employee promotion, employee evaluation, incentive pay,)	
Rating – Commercial (single-rated) or Certified, Official with certificate (double-rated)	
Proctor Options (choose one or more, as needed): <b>NOTE: Certified official tests require the use of a proctor either on-site or remote</b> <ul style="list-style-type: none"> <li>• Unproctored (onus is on the candidates to accurately represent themselves)</li> <li>• On-site (Company representative acts as proctor to verify candidate’s ID and monitor test activity)</li> <li>• Remote (optional, fee-for-service) remote proctor connects with candidate via computer webcam to verify ID and monitor test session activity</li> </ul>	
Rating Scale – ACTFL, ILR, CEFR	
Minimum Level of Language Proficiency to qualify for the position (if known) Examples: ACTFL Adv Low (AL), CEFR B2, ILR 2	
Test(s) required (Choose : <ul style="list-style-type: none"> <li>○ Live Speaking Test (OPI) by telephone</li> <li>○ Internet Speaking Test (OPIc) by computer</li> <li>○ Automated Telephone OPIc</li> <li>○ Writing Test (WPT)</li> <li>○ Reading Test (RPT)</li> <li>○ Listening Test (LPT)</li> <li>○ Listening &amp; Reading Test (L&amp;Rcat) – English only</li> </ul>	
Estimated annual testing volume	
Estimated date to begin testing	
Languages to be tested	
Invoice Payment Options	
Pay by check - Payable to: Language Testing International P.O. Box 825497 Philadelphia, PA 19182-5497 Pay by credit card - Call (914) 963-7110 x 122 Or online <a href="https://languagetesting.com/OnlinePayment">https://languagetesting.com/OnlinePayment</a> Pay by ACH/Wire Transfer: Capital One Bank (Acct.# 3746625574, Routing # 065000090, SWIFT Code: HIBKUS44)	