

ILA Oral Proficiency Interview (OPI) Registration Form

Please read the requirements for registration before completing this registration form. **Incomplete registration forms will be returned. This is a two-page document.**

Please see Frequently Asked Questions for important information.

1. Personal Information (Print one letter in each space for names.) **PLEASE PRINT CLEARLY**

Circle One:  Mr. Miss Mrs. Ms. Dr.

Family Name _____

First Name _____

Address _____ Apartment _____
NUMBER STREET NUMBER AND/OR LETTER

City, State, Zip _____

Home Phone Number _____ Mobile Phone _____

Date of Birth _____ Email Address _____
PLEASE PRINT CLEARLY

Native Country _____ Native Language _____

- 2. Check One:** I currently hold a temporary Maryland license and/or I am seeking an Endorsement.
 I am planning to take the NCLEX.

- 3. Check One:** Please send my ILA OPI score report to **The Maryland Board of Nursing and me**.
 Please send my ILA OPI score report **only to me**.

A fee of \$18 is charged for any additional score reports requested after the date of your interview.

- 4. Check One:** I give ILA permission to use my recorded interview for research and instructional purposes only.
 Yes No

- 5. Payment:** The fee for the ILA OPI is \$150.00 and is payable only by personal check, money order, or U.S. postal money order. Foreign checks must be payable through a United States bank. Please make your payment payable to **ILA** and mail it with this completed registration form to:

INTER-AMERICAN LANGUAGE ASSOCIATES, INC.
6400 Baltimore National Pike # 211
Catonsville, Maryland 21228

Important:

* **The offices of Inter-American Language Associates are NOT located at the address above. Interviews are not conducted at the above address.**

* **ILA OPI registration can be made only by U.S. mail or a delivery service (FedEx, UPS) to the above address. Registration can not be processed online.**

6. Interview Schedule Through September 21, 2013

PLEASE READ CAREFULLY

Friday	April	19	4:30 p.m. - 8:00 p.m.	Friday	July	12	4:30 p.m. - 8:00 p.m.
Saturday	April	20	8:00 a.m. - 3:00 p.m.	Saturday	July	13	8:00 a.m. - 3:00 p.m.
Friday	May	03	4:30 p.m. - 8:00 p.m.	Friday	July	26	4:30 p.m. - 8:00 p.m.
Saturday	May	04	8:00 a.m. - 3:00 p.m.	Saturday	July	27	8:00 a.m. - 3:00 p.m.
Friday	May	17	4:30 p.m. - 8:00 p.m.	Friday	August	16	4:30 p.m. - 8:00 p.m.
Saturday	May	18	8:00 a.m. - 3:00 p.m.	Saturday	August	17	8:00 a.m. - 3:00 p.m.
Friday	June	07	4:30 p.m. - 8:00 p.m.	Friday	September	06	4:30 p.m. - 8:00 p.m.
Saturday	June	08	8:00 a.m. - 3:00 p.m.	Saturday	September	07	8:00 a.m. - 3:00 p.m.
Friday	June	21	4:30 p.m. - 8:00 p.m.	Friday	September	20	4:30 p.m. - 8:00 p.m.
Saturday	June	22	8:00 a.m. - 3:00 p.m.	Saturday	September	21	8:00 a.m. - 3:00 p.m.

Please indicate your preference of interview dates and times. Interviews are typically scheduled on the hour (for example: 8:00, 9:00, and 10:00). ILA will attempt to schedule your interview on one of your preferred dates and times, but can not guarantee that it will be able to do so. To increase your chances of being assigned an interview date and time that fit your schedule, and to avoid delays in the processing of your registration, please choose dates at least ten days beyond the date on which you mail this registration form.

7. Indicate Your Preference of Dates Below:

Examples: <u>1st Choice <i>Friday, June 21</i></u>	<u>Preferred times: <i>5:00 - 7:00</i></u>
<u>2nd Choice <i>Saturday, June 22</i></u>	<u>Preferred times: <i>8:00 - 12:00</i></u>

NOTE: PLEASE FILL IN EACH DATE SPACE WITH A DIFFERENT DATE

1 st Preferred Date _____	Preferred times: _____
2 nd Preferred Date _____	Preferred times: _____
3 rd Preferred Date _____	Preferred times: _____

8. Please Read Carefully. See Frequently Asked Questions (FAQs) for more information.

Your registration can not be cancelled. No refunds will be issued. Interviews are conducted only in the Baltimore, Maryland, metropolitan area. You are permitted to change your interview date and time. You must make the request for a change at least seven (7) business days (M-F) before your scheduled interview date. No changes can be made if there are fewer than seven business days prior to your interview. ILA OPI registrations are valid for one year from the date of receipt. If for any reason you can not be present for your interview or if you are more than thirty minutes late for your interview, you will receive a credit of \$30.00 toward a future interview session. The remainder of your payment will be retained by ILA to cover its expenses related to the processing of your registration, the holding of space, reserving your interview appointment time, and reserving the time of the ILA OPI professional interviewer. **All recorded interviews are property of ILA, Inc.** Please note that there is a \$35.00 charge for returned checks.

Your interview confirmation materials will be **emailed** to you upon the processing of this completed registration form.

9. Sign the following agreement on the signature blank.

"I have carefully read and agree to the conditions appearing on this ILA OPI registration form concerning fee payment, non-cancellation of registration, and other policies included in item 8 above. I also verify that I am the person whose name and address appear on this registration form."

10. _____
SIGNATURE

11. _____
DATE