



UNITED STATES MARINE CORPS
 JOINT EDUCATION CENTER
 BOX 63073
 MCBH KANEOHE BAY HAWAII 96863-3073

CLASSIFICATION TEST REGISTRATION FORM

Note: Active duty personnel who submit this form have priority over walk-ins.

***** WRITE TEST DATE IN SPACE AFTER SELECTED EXAM *****

FROM: _____
Print Last Name, First Name Rank Full SSN Unit

TO: Command Education Services Officer, Marine Corps Base Hawaii

VIA: Appropriate Section Head

1. I request to be registered to take the following CLASSIFICATION test on the indicated dates:

Defense Language Proficiency Test (DLPT): _____
Specify Date Specify Language

Defense Language Aptitude Battery (DLAB): _____ EDPT: _____

Armed Forces Classification Test (AFCT): _____

2. Note the following important requirements:

- A LETTER FROM YOUR S-1 (ADMIN) IS REQUIRED TO TAKE **AFCT**, PER MCO 1230.5B ENCLOSURE (2).
- WAIT PERIOD BETWEEN CLASSIFICATION EXAM RE-TEST IS SIX (6) MONTHS.

3. Please choose: First time taking this exam. I've taken this exam before on: _____ (date)

4. I understand that once registered, I must sign in at the Joint Education Center *prior* to the scheduled test time.

5. I understand that I must have **two (2) valid picture ID cards in my possession** to enter the testing room.

 Signature of examinee Date

 Duty Phone Cell Phone Email

I certify that this section is aware of the above servicemember's desire to take the indicated test(s). This service member will be authorized the time required to complete the exam on the testing date.

 Printed Name of CO, OIC, EO Signature Date

 Duty Phone Cell Phone Email

MARINE CORPS AFCT RETEST POLICY

In order to be eligible to retake the AFCT you must submit the documentation included in ENCLOSURE (2) of MCO 1230.5B included herein. Read the instructions carefully. It is your responsibility to ensure you meet the required criteria for retest.

You must submit this letter and its attachment prior to taking the test. You should also familiarize yourself with MCO 1230.5B in order to understand the testing process, grading and scoring criteria. Failure to understand this policy and submit the required documentation may result in an invalid test score and a subsequent wait of six months before you are eligible to retake the AFCT.

The cover letter must be on your command's letterhead and should specifically state the valid reason for your retest. There are only four specific reasons that will be acceptable for retest and they are listed in MCO 1230.5B on page 3.

If you need assistance with this process, see your Admin/S-1. If your S-1 cannot help you, please see IPAC.

Note: Only a printout from MCTFS labeled "TEST SCORES" will be accepted (per MCO1230.5B). Printout must be "CERTIFIED TRUE COPY" and signed by the appropriate admin authority.