Section 3: Test Center Management

3.1 Test Center Requests



- 3.1.1 Log into your Account at surgicalfundamentals.org
- 3.1.2 Select the **Test Center Request** and click on FES or FLS Test Center Request.

SURGICAL FUNDAMENTALS					
Products Cart Customer Service		Surgical Fundamentals			
Home > Test Center Request					
Test Center Request	Submit a Request FES Test Center Request FLS Test Center Request	My Account • My Orders • My Voucher Packages • My Assigned Vouchers • My Unassigned Vouchers • Account Settings • Address Book • Test Center Request • Logout			
The last Test Center Request was denied. To submit another request click "Submit a	Test Center Request".	Testing Centers Learn about our testings centers: • Find a Test Center • Become a Test Center			

3.1.3 The Test Center Application will now appear on screen

Test Center Re	quest
To request to become a Policy. To update your co information is correct, co	FES Store Test Center, please verify your contact information is correct and review our Test Center ontact information go to your Account Settings and make any necessary changes. If your omplete the form below, indicate your acceptance of the Test Center Policy and click "Submit".
Contact Information	
Jessica Mischna jessica@sages.org 310.437.0544 tel	
Test Center Applicati	on
Institution*	
Surgery ACGME#	
Academic Affiliate	
Address*	
Address 2	
City*	

3.1.4 Complete all of the required form data and review and agree to the Test Center Policies/Criteria.

3.1.5 Select the Submit button

		53 bie internet port (see chierion	1 2. 1)			
Our institution has at policy).*	t least 2 computers available for H	ES testing (please refer to Criteri	ion 2.2 of the test center			
Our institution has de	edicated space for FES testing.*					
Our institution under supplies/equipment t	stands that there are costs assoc that the SAGES reimbursement ra	ated with administering the FES e te per exam may not cover.*	exam and obtaining nece	ssary		
auired field*						
I have read and agre	e to the FES Store Test Center P	plicy.*	Sul	omit		
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choose File N	o file chosen					
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nt®2011 SAGES. All Rights I Choose File N	_{Reserved.} o file chosen				_	
Choose File N	o file chosen and agree to the Test	Center Criteria*				
Choose File N	no file chosen and agree to the Test	Center Criteria*				_
Choose File N	no file chosen	Center Criteria*				

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3.1.6 A Submission Confirmation will now appear onscreen.

