



New York State Police

CANDIDATE HANDBOOK

January 2022

QUICK REFERENCE

New York State Police

<https://joinstatepolice.ny.gov>

New York State Police Member Hiring Unit
1220 Washington Avenue
Building 22
Albany, NY 12226-2252

Email: NYSPMemberHiring@Troopers.NY.Gov

Hours of Operation 8:00 am – 4:30 pm (Eastern Time) M-F, Closed on Federal Holidays

Pearson VUE Reservation Services

<http://www.pearsonvue.com/nysp>

Email: pearsonvuecustomerservice@pearson.com
(800) 274-5989

*Hours of Operation: M-F 8:00 am – 11:00 pm (EST), Closed on Federal Holidays
Sat 8:00 am – 5:00 pm
Sun 10:00 am – 4:00 pm*

Go to Pearson VUE's website (<http://www.pearsonvue.com/nysp>) to:

- Make a real-time examination reservation
- View Available Testing Dates (after creating a Pearson VUE web account and hitting "schedule on-line")
- View a list of approved testing sites
- Schedule, reschedule, or cancel an appointment

TABLE OF CONTENTS

QUICK REFERENCE	inside front cover	EXAM DAY	3
INTRODUCTION	1	What to Bring.....	3
THE EXAM	1	Acceptable Forms of Candidate Identification	3
ELIGIBILITY	1	Examination Completion Confirmation.....	3
ADA Accommodations	1	Testing Policies	3
SCHEDULING	2	Lateness	3
CANCELLATION AND RESCHEDULING .	2	Electronic Devices	3
Absence/Lateness Policy	2	Personal Belongings/Study Aids	3
Cancellation.....	2	Eating/Drinking/Smoking.....	3
Rescheduling.....	2	Misconduct.....	3
Weather Emergencies.....	2	Guests/Visitors.....	3
		Copyright Rules	3

INTRODUCTION

The New York State Police has a long and proud history of serving the citizens of New York since 1917. Our mission, to serve, protect and defend the people of New York, while preserving the rights and dignity of all, has remained constant from our inception and is still our goal today. Integrity, respect, service and leadership are the foundations we continue to build upon in order to serve to the best of our abilities.

This handbook is for candidates who are seeking employment as a New York State Police (NYSP) Trooper. It describes the steps that you, the candidate, must follow to schedule and take your written examination. Please read this handbook completely and refer to it as much as you need.

With the 2022 exam, the New York State Police have switched from a paper-pencil test to computer-based testing. The agency has partnered with Pearson VUE Testing Centers to provide the exam at 250 locations across the US, including 50 plus in New York State. In addition, testing will be offered for military personnel at 112 locations worldwide.

Beginning December 3, 2021 and through April 10, 2022, candidates will be able to select a testing location convenient to where they live, work or study, along with a date and time.

The last scheduled date to test is April 30, 2022.

THE EXAM

The NYSP Entrance Examination is a two-hour test consisting of 150 multiple-choice questions to measure cognitive abilities, along with behavioral characteristics and attitudes. A comprehensive study guide for the exam is provided by the State Police.

The New York State Police Trooper Examination was designed to measure numerous areas that are related to successful performance as a New York State Trooper. Specifically, the examination contains questions covering two broad areas: cognitive ability and personality attributes. It is important to note that the examination does not measure job knowledge or any specific skills that require specialized training. You will not need any specific law enforcement knowledge or skills to succeed on the examination.

Please refer to the New York State Police Trooper Examination Study Guide at: <https://joinstatepolice.ny.gov/system/files/documents/2021/08/study-guide-practice-test-for-the-nysp-trooper-examination.pdf>

ELIGIBILITY

Before you can schedule your written examination appointment, you must first submit an online application with the NYSP and meet the applicable eligibility requirements. You will not be able to schedule your examination until Pearson VUE receives authorization from NYSP. The first step in the selection process is to complete our entrance exam application. Once you are authorized, you will receive an authorization to test email from Pearson VUE that will include instructions on how to schedule your examination. This email will be sent to the email address provided on your application, <https://publicapps.troopers.ny.gov/Exam-Internet/recruitment.jsf>.

ADA ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time

Test accommodations are individualized and considered on a case-by-case basis, and approved by the NYSP. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This request should include supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis.

Candidates should send accommodation request and supporting documentation to Recruit@Troopers.NY.Gov. Candidates who have additional questions concerning scheduling test accommodations with Pearson VUE may contact the ADA Coordinator by e-mailing clientapprovedaccommodations@pearson.com.

SCHEDULING

To schedule your examination, please go to <http://www.pearsonvue.com/nysp> and create a Pearson VUE web account. If you schedule an examination via the Pearson VUE website, **please ensure that you create your web account with your LEGAL name as it appears on your government-issued ID and that your personal information is CORRECT.** If this information does not match the information you used on your application with NYSP, please contact them immediately to get it updated. It is very important that this information is correct, because it will appear as it was entered on the documentation provided to you after you have completed the examination.

If you notice you made an error after you scheduled your examination, please contact Pearson VUE immediately at (800) 274-5989 to correct your appointment information.

When you report to the test center, you are required to bring two (2) forms of valid, non-expired ID that contain your signature, with the name on the ID exactly matching the name on the examination registration (including designations such as "Jr." and "III"). One of the forms of ID **MUST** be government-issued and contain a current photo. If you do not present your ID on the day of the exam, you will be denied admission to the test center and will be considered absent.

CANCELLATION AND RESCHEDULING

ABSENCE/LATENESS POLICY

Candidates who are late or absent from an exam may call Pearson VUE within fourteen (14) days of the exam date to request an excused absence for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in their immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

A case number will be assigned and instructions provided for emailing supporting documentation. Candidates absent from or late to an exam who have not changed or canceled the reservation according to the Change/Cancel Policy will not be admitted to the exam and will forfeit the exam fee.

CANCELLATION

If you cannot attend your examination and you need to cancel your examination appointment, please go to <http://www.pearsonvue.com/nysp> and access your web account on Pearson VUE for the purposes of rescheduling or for the purposes of canceling your appointment. You may not give your examination date to another person.

RESCHEDULING

If you cannot attend your examination, and you would like to reschedule your examination appointment, please go to <http://www.pearsonvue.com/nysp> and access your web account on Pearson VUE for the purpose of rescheduling your appointment.

WEATHER EMERGENCIES

Examinations may be delayed or cancelled if severe weather or a natural disaster makes the test site unsafe or impossible to reach. You will be notified via email if the examination is cancelled due to severe weather or a natural disaster. If the examination is cancelled, you may re-schedule the examination on another day.

EXAM DAY

WHAT TO BRING

You **MUST** bring the following items with you to the test site:

- **Two (2) forms of current (unexpired) signature-bearing identification.** One **MUST** be a government-issued photo identification (for example: driver's license). **PLEASE NOTE:** The signature and name on both IDs must match exactly to what was submitted on your application. If you come to the test site without the proper ID, **you will not be allowed to take the examination.**
- Additional candidate admissions data will be collected during the admissions process, **including a photo and electronic signature.**
- **No other materials are permitted into the test site.**

ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

You must present two (2) forms of current signature identification. The primary identification must be government-issued and photo-bearing with a signature. Identification must be in English.

The secondary form of identification must contain a signature. The name on this identification must match the primary form of identification as well the name in Pearson VUE's system.

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

EXAMINATION COMPLETION CONFIRMATION

At the completion of your examination, you will receive a printed receipt with the status "Examination Taken." At the end of the written examination testing period, NYSP will review all results and provide candidates with additional information regarding their status.

TESTING POLICIES

The following policies are observed at each Test Site.

LATENESS

Arrive at the test center thirty (30) minutes before your scheduled examination starts. If you are more than 15 minutes late for your scheduled examination, or do not bring your required identification, you will **NOT** be allowed to test.

ELECTRONIC DEVICES

Cellular phones, pagers, tablets, smart watches, or any other electronic/communication devices are not permitted during testing. Most testing locations will include a locker for your personal belongings..

PERSONAL BELONGINGS/STUDY AIDS

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books, papers, cellphones, or calculators into the examination room. Any such materials brought into the examination room will be collected and returned to you when you have completed the examination. Pearson VUE is not responsible for lost or misplaced items.

EATING/DRINKING/SMOKING

You are not permitted to eat, drink, or smoke during the examination.

MISCONDUCT

If you cause a disturbance of any kind or engage in any kind of misconduct, you will be dismissed from the examination and the incident will be reported to the NYSP. Decisions regarding your application status are the responsibility of the NYSP. Please refer to the code of conduct spelled out in the NYSP Study Guide.

If you give help to someone or receive help from anyone during the examination, you will be asked to leave the room immediately. The results will not be scored and the incident will be reported to the NYSP. Anyone who takes or tries to take materials or information into or from the testing room is subject to prosecution. Please refer to the code of conduct spelled out in the NYSP Study Guide.

GUESTS/VISITORS

Guests, visitors, pets, or children are **NOT** allowed at the Test Sites.

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