

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 09-01

TO: Department and Agency Personnel, Human Resources, and Affirmative Action Offices
FROM: Blaine Ryan-Lynch, Director of Staffing Services
SUBJECT: Fees for Processing Promotion/Transition and Open-Competitive Applications and the New Application Form for NYS Examinations
DATE: March 16, 2009

The Department of Civil Service, as part of its 2008-2009 Spending Plan is establishing a fee for the processing of applications for promotion/transition examinations. The Department will begin assessing fees for promotion/transition applications for examinations announced on or after March 13, 2009 and administered on or after May 30, 2009. The promotion/transition fee schedule is:

<u>Exam Title Grade</u>	<u>Fee</u>
Grades 3-12	\$10
Grades 13-18	\$15
Grades 19-23	\$20
Grades 24 and above	\$25

The fee associated with each examination will be indicated on the examination announcement in accordance with this schedule and is due at the time the application is submitted. The fee is charged to defray the cost of processing applications, is non-refundable and, therefore, will not be returned if the candidate decides s/he did not want to apply for that test, the application is disapproved, the candidate does not take the test, or the candidate is not successful on the examination. Also, the fee payment cannot be transferred to another examination.

The Department encourages applicants to apply online. The online application process can be accessed from an online examination announcement. Online payment of the application processing fee must be made by credit card (MC or VISA only). Currently the online application process requires separate applications for open competitive and promotion/transition examinations.

Additionally, in connection with its 2009-2010 Department Budget, the Department will be raising open-competitive examination fees by \$5. The new fee structure will be as follows:

<u>Exam Title Grade</u>	<u>Fee</u>
Grades 3-12	\$25
Grades 13-18	\$35
Grades 19-23	\$40
Grades 24 and above	\$45

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The fee increase will be reflected on examination announcements issued on or after March 27, 2009 for examinations administered on or after June 13, 2009.

The Department has also introduced a new paper application form, Application for NYS Examination (NYS-APP) to replace both the former Application for NYS Examination Open to the Public (OC-APP) and the Promotion/Transition Examination Application (XD-5). Please discontinue use of the old forms and recycle any supplies you have. The NYS-APP is available for download on our website (www.cs.state.ny.us). Printed NYS-APP forms are available from our mailroom. The NYS-APP can be used to apply for open-competitive, promotion and transition examinations or a combination of the three. Fee payment with a paper NYS-APP must be made by check or money order.

You may wish to share this information with your employees. Your Staffing Services Representative is available to assist your staff with any questions they may have.