



# INSTRUCTIONS FOR CANDIDATES SCHEDULED TO PARTICIPATE IN PHASE I OF SCREENING:

## PHYSICAL ABILITY TEST/VISION SCREENING/FINGERPRINTS

Only those candidates who were offered conditional appointments and scheduled (via email) for Phase I of screening will be allowed to participate in the Physical Ability Test and Vision Screening.

Candidates **MUST ARRIVE ON TIME**. Candidates arriving after their appointment time will be turned away and will not be permitted to participate.

Candidates who fail to bring a completed [Medical Release Form](#) signed by a medical practitioner will **NOT** be allowed to participate.

Candidates must bring VALID PHOTO IDENTIFICATION (State issued driver's license, state issued identification or US Passport).

Due to a recent change in the NYS Unified Court System's masking policy for members of the public which no longer differentiates between vaccinated and unvaccinated individuals, you are no longer required to show proof of vaccination for COVID 19 or seek an exemption to vaccination for purposes of participation in the court officer candidate screening process. However, please be advised that if you successfully complete the required candidate screening process and are selected for appointment to the Court Officers Academy, you will be required to provide proof of full vaccination for COVID 19 or seek an exemption to vaccination at that time.

### FOR THE PHYSICAL ABILITY TEST:

Wear sneakers (no sneakers with heels allowed) and clothing appropriate for exercise or physical activities.

It is recommended that you bring plenty to drink and eat a small meal at least one hour prior to participating in the Physical Ability Test. It is advisable to bring food and snacks as you could be at the testing facility for the entire day.

Candidates who fail the Physical Ability Test will be given one opportunity to retest. The entire test battery must be retaken. A minimum 90-day waiting period is required before retesting.

### FOR VISION SCREENING:

Only candidates who pass the Physical Ability Test will be given a vision test. Vision will be tested both with and without correction.

Candidates who wear glasses (including reading glasses) or contact lenses must bring them to participate in vision testing. Candidates will be required to remove contact lenses for part of the vision screening test. If you wear contact lenses, you should bring a contact lens case and solution.

The screening process will be delayed if you do not meet the vision standards and require corrective surgery (e.g. LASIK).

### FOR FINGERPRINTS:

Candidates that pass the physical ability test and vision screening will be fingerprinted. There is no fee.

**FAILURE TO BRING ANY OF THE ABOVE ITEMS WILL DELAY THE SCREENING PROCESS**