

Proctor Locations and Instructions

Before the exam



STEP 1

Choose a proctor center

Proctor locations are organized by county to help you find one that's nearest to you



STEP 2

Contact a proctor center for an appointment

Be sure to ask about fees and specific instructions for the day of the exam

Day of the exam



STEP 3

Head to the proctor center

Make sure to bring everything you need and give yourself extra time to get set up with your proctor



STEP 4

Resume your course and enter the proctor's email address

Your proctor will receive an email with instructions for unlocking your exam

Sylvan Learning - Albany

1A Pine West Plaza,
Albany, NY 12205

ccodden@sylvanlearningcenter.org
518-869-6005

Albany County

COST **\$50**

Morris Park Library

985 Morris Park Avenue
Bronx, NY 10462

dawnholloway@nypl.org
718-931-0636

Bronx County

COST **Free**

Brooklyn College

245 West End Building
2900 Bedford Avenue
Brooklyn, NY 11210

testing@brooklyn.cuny.edu
718-951-5916

Brooklyn County

COST **\$48.50**

George F. Johnson Memorial Library

1001 Park St
Endicott, NY 13760

en.cathy@4cls.org
607-757-5350

Broome County

COST **Free**

Vestal Public Library

320 Vestal Parkway E.
Vestal, NY 13850

ve.ref@4cls.org
607-754-4244

Broome County

COST **Free**

Guernsey Memorial Library

3 Court Street
Norwich, NY 13815

607-334-5346

Chenango County

COST **Free**

Cortland Free Library

32 Church St
Cortland, NY 13045

cortlandlib-ref@twcnny.rr.com
607-753-1042

Cortland County

COST **Free**

Louise Adelia Read Memorial Library

104 Read St
Hancock, NY 13783

ha.ill@4cls.org
607-637-2519

Delaware County

COST **Free**

Poughkeepsie Public Library

93 Market St.
Poughkeepsie, NY 12601

bodonnell@poklib.org
845-485-3445 3311

Dutchess County

COST \$50

Sylvan Learning - Williamsville/Buffalo

8180 Main St.
Williamsville, NY 14221 E

Buffalo@sylvanlearningny.com
716-204-7015

Erie County

COST \$75.00

Lake Placid Public Library

2471 Main St.
Lake Placid, NY 12946

librarian@lakeplacidlibrary.org
518-523-3200

Essex County

COST \$50

Greenville Public Library

11177 Rte 32
Greenville, NY 12083

greenvillelibrary@outlook.com
518-966-8205

Greene County

COST \$50

Little Falls Public Library

10 Waverly Place
Little Falls, NY 13365

littlefalls@midyork.org
315-823-1542

Herkimer County

COST \$50

Roswell P. Flower Memorial Library

229 Washington St.
Watertown, NY 13601

315-785-7714

Jefferson County

COST \$50

Lowville Free Library

5387 Dayan St.
Lowville, NY 13367

lowlib@ncls.org
315-376-2131

Lewis County

COST \$50

Rochester Public Library/Arts and Literature Division

115 South Ave.
Rochester, NY 14604

Andrew.Coyle@libraryweb.org
585-428-8144

Monroe County

COST \$50

Sylvan Learning of Rochester & Greece

1600 W Ridge Rd
Rochester, New York 14615

585-351-2944

Monroe County

COST **\$75.00**

Sylvan Learning Pittsford Place Mall - Rochester

3300 Monroe Ave
Rochester, New York 14618

585-385-9480

Monroe County

COST **\$75.00**

Upstate Special Risk Services

400 W. Metro
Rochester, NY 14623

agraham@e-upstate.net
585-273-8530 3012

Monroe County

COST **\$25.00**

Sylvan Learning - Albany

127 East 58th Street (Park & Lexington Avenue)
New York, NY 10022-1211

ccodden@sylvanlearningcenter.org
518-869-6005

New York County

COST **\$50**

ACS Professional Testing - New York

545 8th Avenue, Suite 1210
New York, NY 10018

testnyc@acs.edu
212-868-5990

New York County

COST **-**

Mid-Manhattan Library

476 Fifth Avenue (42nd Street Entrance)
New York, NY, 10018

mmlproctor@nypl.org
212-340-0889

New York County

COST **\$50**

New York Business Institute

124 East 40th Street, Room 801
New York, NY 10016

proctor@nybi.org
212-922-1000

New York County

COST **\$35.00**

The Jefferson Market Library

425 Avenue of the Americas (at 10th St.)
New York, NY 10011-8454

NancyAravec@nypl.org
212-243-4334

New York County

COST **\$50**

Sherrill-Kenwood Free Library

543 Sherrill Rd.
Sherrill, NY 13461

Sherrill@midyork.org
315-363-5980

Oneida County

COST \$50

Baldwinsville Public Library

33 E. Genesee st
Baldwinsville, NY 13027

info@bville.lib.ny.us
315-635-5631

Onondaga County

COST \$50

East Syracuse Library

4990 James St.
East Syracuse, NY 13057

315-437-4841

Onondaga County

COST \$50

Manlius Library

One Arkie Albanese Ave.
Manlius, NY 13104

315-682-6400

Onondaga County

COST \$50

Marcellus Free Library

32 Maple Street
Marcellus, NY 13108

marcellus@onlib.org
315-673-3221

Onondaga County

COST \$50

NOPL - Cicero

8686 Knowledge Ln.
Cicero, NY 13039

shansen@nopl.org
315-699-2032

Onondaga County

COST \$50

Onodaga Library

4840 West Seneca Turnpike
Syracuse, NY 13215

onondagafree@onlib.org
315-492-1727

Onondaga County

COST \$50

Onondaga Community College

Gordon Student Center
Room 230, 4585 West Seneca Turnpike
Syracuse, NY 13215

315-498-2904

Onondaga County

COST \$30.00

Geneva Public Library

244 Main St
Geneva, NY 14456

khibbardbaker@pls-net.org
315-789-5303 102

Ontario County

COST \$50

ACS Professional Testing - Flushing

37 Ave 4th floor Flushing
NY 11354

test@acs.edu
718-661-9771

Queens County

COST \$30.00

New York Public Library - Dongan Hills Library

1617 Richmond Rd.
Staten Island, NY 10304

sarahross@nypl.org
718-351-1444

Richmond County

COST \$50

Rochester Public Library/Arts and Literature Division

115 South Ave.
Rochester, NY 14604

Andrew.Coyle@libraryweb.org
585-428-8144

Rochester County

COST \$50

Greenwood Lake Public Library

79 Waterstone Rd
Greenwood Lake, NY 10925

jillcronin@gwllibrary.org
845-477-8377 103

Steuben County

COST \$50

Southeast Steuben County Library

300 Nasser Civic Center Plaza
Corning, NY 14830

Requested that students call
607-936-3713 502

Steuben County

COST \$50

Huntington Public Library

338 Main St
Huntington, New York 11743

eve_gonzalez@huntlib.org
631-427-5165

Suffolk County

COST \$50

Montauk Public Library

871 Montauk Hwy.
Montauk, NY 11945

mhalucha@montauklibrary.org
631-668-3377

Suffolk County

COST \$50

Greenwood Lake Public Library

79 Waterstone Rd
Greenwood Lake, NY 10925

jillcronin@gwllibrary.org
845-477-8377 ext. 103

Steuben County

COST **Free**

Southeast Steuben County Library

300 Nasser Civic Center Plaza
Corning, NY 14830

Requested that students call
607-936-3713 ext. 502

Steuben County

COST **Free**

Sylvan Learning - Huntington

1160 E Jericho Turnpike #109
Huntington, NY 11743

sylvanlearning@optonline.net
631-546-7871

Suffolk County

COST **\$75**

Huntington Public Library

338 Main St
Huntington, New York 11743

eve_gonzalez@huntlib.org
631-427-5165

Suffolk County

COST **Free**

Montauk Public Library

871 Montauk Hwy.
Montauk, NY 11945

mhalucha@montauklibrary.org
631-668-3377

Suffolk County

COST **Free**

Newfield Public Library

198 Main St
Newfield, NY 14867

607-564-3594

Tompkins County

COST **Free**

Tompkins County Public Library

101 E Green St
Ithaca, NY 14850

proctor@tcpl.org
607-272-4557 ext. 253

Tompkins County

COST **Free**

Kingston Library

55 Franklin St
Kingston, NY 12401

director@kingstonlibrary.org
845-339-4260 ext. 14

Ulster County

COST **Free**

Crandall Public Library

251 Glens Falls
Glens Falls, NY 12801

herman@crandalllibrary.org
518-792-6508 ext. 268

Warren County

COST **Free**

Sylvan Learning - Bronxville

850 Bronx River Rd, Ste 104
Bronxville, New York 10708

bronxville.ny@aylvanlearning.com
914-237-4396

Westchester County

COST **\$75**

Sylvan Learning - White Plains

34 South Broadway
White Plains, NY 10605

914-948-4116

Westchester County

COST **\$75**

Cordelia A. Greene Public Library

11 S. Main St.,
Castile, NY 14427

castilelibrary.blogspot.com
585-493-5466

Wyoming County

COST **Free**