

TESTING – COMPUTERIZED EXAMS

Candidates applying to take a certification exam have the option to take a computerized certification exam through an authorized provider for an additional fee. Approved computerized testing centers are determined by the Association of Boards of Certification (ABC).

Candidates wishing to take the computerized exam must notify the Program Administrator when submitting an application to test. Candidates approved to take a computerized certification exam shall be responsible for scheduling the computerized exam and paying the additional fee upon receiving approval notification from the Program Administrator. Candidates are responsible for paying the separate computerized exam fee when they schedule the exam. The computerized exam fee is in addition to the application fee submitted for the written pencil and paper exams and is payable directly to the testing center.

Candidates will be provided with a date specific 90-day window to schedule and take the exam. If a candidate does not schedule and take the exam during the approved 90-day window, he/she forfeits all application and testing fees that were submitted, including the computerized exam fee, and must reapply, and remit additional application and testing fees to reschedule the exam. **If an application is submitted incomplete, the application will be held for 90 days then forfeited.**

Candidates who fail a computerized exam may retake the exam no sooner than 30 days after failing the exam. Applications to retake an exam may be submitted prior to the 30-day waiting period. Retesting after 30 days is contingent upon timely receipt of a new application and exam fees, and is contingent upon testing schedule availability at the computerized testing center.

****ADD 90 DAY HOLD FOR ALL INCOMPLETE APPLICATIONS AND THEN THEY ARE FORFEITED**