

TESTING – WRITTEN EXAMINATION

Written examinations, also known as Paper and Pencil exams, are generally offered as determined by NDEP and NWEA. The Certification Board reserves the right to adjust the schedule of written examinations to accommodate special venues such as in-state conferences. Schedule adjustments for the written examinations will be published on the NWEA website (www.nvwea.org) at least 30 days in advance of the regularly scheduled examination date.

Candidates applying to take written examinations must submit application documentation and fees at least one month prior to the scheduled examination date. Application fees cannot be reimbursed. Incomplete applications awaiting additional information/documentation will be forfeited after 90 days, upon which the candidate will need to submit a new application and fee. Candidates approved to take the written examination will be scheduled to take the next regularly scheduled written examination. If the candidate cannot make the first examination date, he/she must notify the Program Administrator at least 48 hours in advance or forfeit all application and testing fees.

If the candidate cannot make the scheduled examination date and properly notifies the Program Administrator, they will be rescheduled to the second regularly scheduled examination date. If the candidate cannot make the second regularly scheduled examination date, he/she forfeits all application and testing fees.

Once a candidate has forfeited their application and testing fees, he/she must resubmit their application, with all supporting documentation, in addition to all required application and testing fees.