

Practical Exam Protocol

1. Students must have completed the On-Line Program a minimum of fourteen (14) days prior to scheduled exam date.
2. A valid On-Line Program “Certificate of Completion” must be presented on the scheduled exam day.
3. Students must reserve/request a spot on the exam day they wish to attend, and do so in writing. Request may be made either by post or email, but no later than 60 days prior to the requested exam date. Email or written conformation must be presented to the examiner, the day of exam.
4. Though testing is free, a \$50.00 administration fee will be incurred by those students accepted for testing when:
 - a student cancels less than 14 days prior to exam date.
 - a student is accepted for testing prior to completion of their On-Line Program and fails to complete the course 14 days prior to the course.
 - a student does not meet all requirements for testing, on the day of the exam.
5. It is the responsibility of the student to schedule their course time accordingly. Scheduled enrollment would be greatly appreciated by our staff.