

NEW CBT TESTING GUIDELINES

Testing applicants can send packet in at any time when ready to test. It will be reviewed at the board meeting and when approved I will pre-register the applicant. Once I have completed pre-registration an email will be sent to the candidate from the testing site and will request that will ask you to pick a time, date and location from the options they provide. You will have a three month grace period to decide when you want to register. Once you choose, that date will be locked in and you will have to attend according to what, where and when you selected. After testing is completed you will know the results immediately and an email will be send to me with a notification.

Testing costs will cost \$250.00 across the board for initial test OR re-test. This is due to the increased costs that CBT incurs.

the new study guide that is IC&RC approved. Here is the web link. <http://readytotest.com> This is the booklet that I recommend to anyone wanting to test. It is always revised and updated to reflect the test.

ASACB TEST CENTERS

University of Central Arkansas – Conway, AR.

South Arkansas Community College – El Dorado, AR.

University of Arkansas – Fayetteville, AR.

Texarkana College – Texarkana, AR.

University of Memphis – Memphis, TN.

Concerns were expressed regarding the hours of operation of board offices in relation to potential difficulty of candidates being able to reschedule or cancel an exam. As you know, per IQT's policy, candidates are only able to cancel or reschedule a Computer Based Testing (CBT) examination five calendar days or more PRIOR to their scheduled examination date. Up until this point, board offices have been responsible for cancelling or rescheduling candidate exams and collecting the \$25.00 rescheduling fee. Most board offices are closed evenings and weekends, and therefore after discussion over the past few months and at our fall meeting in Charlotte effective January 1, 2014; this process will change.

NEW CBT RESCHEDULING PROCESS:

Effective January 1, 2014: Candidates will be responsible for cancelling or rescheduling their own exams on-line through IQT's on-line registration system. Candidates will also pay the rescheduling fee on-line directly to IQT. This change in procedure will be reflected on the Candidate Admission document and all IC&RC Candidate Guides.

The procedure for candidates that need to re-schedule or miss an examination due to medical illness, death in the immediate family, military deployment, or jury duty will not change.