

EXAMINATION RETAKE POLICY

Candidates have three-(3) attempts to pass any of the Pipeline Integrity Exams, which includes the individual competency standard exams. Candidates who do not achieve a passing score on their first attempt must wait ninety-(90) days before retaking the exam. Candidates who do not achieve a passing score on their second attempt, the candidate must wait one-(1) year from the date of their last attempt before retaking the exam.

The examination-sitting fee must be paid for each attempt. Failure to take the exam within the one-(1) year of paying the exam-sitting fee will forfeit all fees paid.

*Candidates, who received testing accommodations on previous certification exams, will receive the same accommodation previously provided. However if additional testing accommodations are required, certificants must follow the requirements for requesting testing accommodations as First-Time Applicants.

EXAMINATION RETAKE FEE are the non-refundable.

Individual Competency Examination Retake Fee:	\$150
Pipeline Integrity Engineer Certification Examination Fee:	\$350

FORM SUBMISSION

Complete the Examination Retake Application in its entirety and save it using the following naming convention: Last_First_ER, then email the signed application to: application@certivation.com.

All requirements and instructions are detailed in the candidate handbook.

<i>Confidentiality:</i> Public	<i>Revision date:</i> 24-April-2020	<i>Title of the document:</i> Application to Retake an Exam	Page 1 of 2
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APPLICATION FOR RETAKING AN EXAMINATION

Applicant Name

Applicant Email Address

Phone Number

Each time you retake an exam, you are required to pay an examination retake fee (see the candidate handbook for fees). You may retake the exam two times after the initial exam. All applicants should check they have the latest version of the certification scheme.

Certification Exam/Assessment Applying to Retake

Certification details/reference

Initial Exam Date (dd-mmm-yyyy)

If you did not pass any of the individual competency examination or assessment the first time, you are required to wait **ninety-(90) days** from the initial examination date before you are eligible to retake the exam.

Date of 2nd Attempt *(if applicable)*

Did you receive any Special Testing Accommodations on the previous attempt? Yes No

Do you need any Special Testing Accommodations? * Yes No

If you do not pass any of the individual competency examinations or assessments on a second attempt, you are required to wait **one (1) year** from the second attempt before you are eligible to retake the exam. Candidates cannot take an examination more than three times.

3rd Attempt

Did you receive any Special Testing Accommodations on the previous attempt? Yes No

Do you need any Special Testing Accommodations? * Yes No

*Certificants, who received testing accommodations on previous certification exams, will receive the same accommodation previously provided. However if additional testing accommodations are required, certificants must follow the requirements for requesting testing accommodations as First-Time Applicants.

APPLICANT:

By signing below, I certify all facts in this application are correct. I have 1 year from my approval date to take my exam. I understand I must pay the exam fee before I am able to schedule my exam. My application will not be approved until I submitted any required documentation if applying for Special Testing Accommodations for the first time or new accommodations.

Applicant Signature

Date

All requirements and instructions are detailed in the candidate handbook.

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