



Exam Retest Form

Thank you for your interest in pursuing your certification through re-testing. All candidates wishing to retake APSP certification exams must submit an Exam Retest Form to the APSP. No retake exam may be scheduled by anyone in the exam process until the candidate has been officially notified of the results of their previously taken exam. No candidate will be allowed to retake an exam until 30 days have passed from their initial test date.

APSP University policies permit you to re-test up to five (5) times within a one-year period of the initial test date. If unsuccessful on the fifth attempt, the candidate must wait until one year has passed since the initial test date before he/she is allowed to reapply to the program and take the exam.

3 Easy Ways to Retest:

1. *Retest at a PSI testing center near you.*
 - Computerized testing provides immediate test results and if needed, a strength and weakness report.
 - Computerized testing is available week days, weekends and most evenings.
 - APSP will send PSI your email address so that they can set up your account and schedule your exam when it is convenient to you.
 - There is no additional cost as your exam registration fee includes computerized testing.
 - Please note this is the only option offering immediate results and an immediate strengths and weakness report.
2. *Retest at an APSP national, regional or chapter-sponsored education and testing event.*
 - A list of upcoming events can be found on the APSP University page at www.apsp.org.
 - Results and strengths and weakness report, if applicable, can be expected in 3-4 weeks.
3. *Retest at a community college or university near you.*
 - Proctored exams must be taken at an accredited college or university.
 - **If you opt to take the exam at a college or university test center, or chapter event, there may be an additional exam proctor fee that you will pay directly to the proctor at the time of the exam.** These fees can vary, but typically are from \$0-\$40.
 - Results and strengths and weakness report, if applicable, can be expected in 3-4 weeks.
 - If retesting at a college or university, participants are responsible for the following:
 1. Scheduling an appointment for testing at a local community college or university testing center.
 2. Submitting this form at least two weeks prior to your exam date to ensure test materials arrive on time.
 3. Providing APSP University with the name, full mailing address and exam date in the section below.

Retesting fee

The APSP fee to retest is \$85, payable to APSP at the time you submit this form. **If you opt to take the exam at a college or university test center, or chapter event, there may be an additional exam proctor fee that you will pay directly to the proctor at the time of the exam.** These fees can vary, but typically are from \$0-\$40.

Complete the form below to initiate the process

First Name	Last Name				Today's Date
Select Exam	CBP	CSP	CST	CMS	CHTT
Original Exam Date	Original Exam Location				
Company Name	APSP Member #				
Work Address					
City, State, Zip					
Home Address					
City, State, Zip					
Email address (Required)				Daytime Phone	

Continued

Select One:

I would like to retest at a PSI Computer Test Center.

I would like to retest at an APSP sponsored event.

Date of Exam: _____ Location: _____

I will retest at a college near me.

Date and Time: _____ College Name: _____

Proctor Name/Attention To: _____

Mailing Address: _____

Payment Information (select one):

Check enclosed for \$85, payable to APSP

Charge my credit card \$85: VISA MasterCard AmEx Discover

Card Number: _____ Expiration Date: _____ Sec. Code: _____

Name on the card: _____ Cardholders Signature: _____

Please return this form with payment to:

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2111 Eisenhower Avenue, Suite 500
Alexandria, VA 22314
Fax: 703-549-0493 | Email: APSPUniversity@apsp.org