

REPEATING EXAM CANDIDATES

Any candidate who fails the examination may apply for another examination administration. The re-application process is the same as the initial application process. Detailed instructions can be found in the candidate's score report.

When re-applying, the following should be noted:

There is a **45-day waiting period after the last examination date** before the candidate may test again.

- The candidate must submit a new application in order to re-test. Instructions will be included with the candidate score report.
- If the candidate has had a name change since the last exam administration, the candidate must follow the instructions from the After the Application: What's next "Name Change for Repeating Candidates," after submitting an application for the certification examination. Failure to do so could result in an administrative fee later to correct a name on the Authorization to Test (ATT) Letter.
- If re-applying online, the candidate should log onto his/her existing account, using the e-mail address and password that was selected when initially setting up the account. **A new account should not be created.**

A fee will be assessed for duplicate accounts. After logging on, click the

Re-Apply

button. Please note: The candidate must wait 15 business days after the previous test date to gain access to the

Re-Apply

button. This button will only appear on the candidate's account if the candidate is eligible to re-apply at that time.

- A new application fee will be assessed. New fees will also be assessed for score reporting, confirmation notices, or any other services.
- If the candidate previously tested on an ACVF, an official final transcript must be submitted within one (1) month of graduation. The transcript must include the date of graduation and degree earned.
- Any candidate who previously provided the official final transcript to NBCOT does not need to re-submit the transcript, unless requested by NBCOT to do so.

Upon determination of eligibility to examine, the candidate will receive a new *ATT Letter*, with a

new 90-day testing eligibility period.