

# ASPPA 2010 Education & Examination Postponement Form

Examination fees are not refundable. If a candidate is unable to take an examination within the scheduled window, it may be postponed to a future window. To qualify for postponement, the candidate must submit this form to the ASPPA office by the postponement deadline, cancel his/her appointment with Prometric (a cancellation fee of \$ 35 may apply) and pay a postponement fee of \$125 (see next page for details), . Please note only proctored examinations (PFC-1, PFC-2, TGPC-2, DC-1, DC-2, DC-3, DB and CPC) can be postponed.

## APPLICANT INFORMATION Please print all information legibly.

Mr./Mrs./Ms. \_\_\_\_\_  
 (Circle one) Last Name First Name MI

Daytime Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Company \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

Work  Home

Check here if your address has changed since your last examination.

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## EXAMINATION POSTPONEMENT

Exam Registered for:

Exam Window Registered for:

Postpone to:

Exam
<input type="checkbox"/> PFC-1
<input type="checkbox"/> PFC-2
<input type="checkbox"/> TGPC-2
<input type="checkbox"/> DC-1
<input type="checkbox"/> DC-2
<input type="checkbox"/> DC-3
<input type="checkbox"/> DB
<input type="checkbox"/> CPC

Spring 2010	Fall 2010
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Fall 2010	Spring 2011
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## METHOD OF PAYMENT The postponement fee is \$125 for each exam postponed.

Visa  MasterCard  American Express  Discover  Check or money order (enclosed) Total Amount \$ \_\_\_\_\_

Card No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

This Examination Postponement Form must be accompanied by payment.

By postponing an ASPPA examination(s), candidates acknowledge that they have read and agree to abide by the examination cancelation, rescheduling and postponement policies set forth by ASPPA.

**Fax completed postponement form with credit card information to: 703.516.9308**

**Mail completed postponement form with check payment to : ASPPA | PO Box 34725 | Alexandria, VA 22334-0725**

Postponements are not available online

# 2010 Examination Postponement Form Instructions

## Examination Postponement Deadlines

Postponement Deadlines for:

Spring Examination Window: **June 11**  
Fall Examination Window: **December 1**

CPC Exam Postponement Deadline:

Spring Examination Window: **May 26**  
Fall Examination Window: **November 4**

## Completed Form Instructions

Fax completed postponement form

with credit card information to: **703.516.9308**

Mail completed postponement form with check payment to:  
**ASPPA | PO Box 34725 | Alexandria, VA 22334-0725**

If you are faxing your postponement form, please do not send a copy via mail.

## Examination Postponement Policy

If a candidate is unable to take an examination within the scheduled window, the exam may be postponed to a future window.

The candidate **must**:

1. Submit the Examination Postponement Form to the ASPPA office by the postponement deadline with the postponement fee of \$125. The postponement form and fee must be received by ASPPA on or before the postponement deadline. The postmark date is irrelevant.
2. Cancel the scheduled exam appointment with Prometric. The ASPPA staff cannot assist with canceling an appointment with Prometric. **If a candidate fails to appear for a scheduled ASPPA examination appointment or cancels his/her appointment less than 2 days (48 hours) before the scheduled appointment, the entire registration fee will be forfeited and postponement will not be allowed.**

A candidate who does not submit an Examination Postponement Form by the deadline date forfeits the examination registration fee. **There will be no exceptions.** If it is necessary to postpone an examination, note that the study materials purchased in preparation for the examination may not be the current study materials for examinations in a different calendar year.

## Appointment Rescheduling Policy

After registering and receiving an eligibility email (approximately 6-8 weeks prior to the exam window offering) a candidate can reschedule the date, time and location of a scheduled examination appointment within the same testing window – the candidate must contact Prometric by telephone (1-888-215-4136) or through their online system ([www.2test.com](http://www.2test.com)). Fees do apply and will be collected by Prometric at the time of rescheduling. The fees for 2010 include:

- Reschedule appointment 30 or more days before exam appointment – no fee is charged.
- Reschedule or cancel appointment 2-29 days before exam appointment - \$35 fee.
- Reschedule or cancel appointment less than 2 days (48 hours) before exam appointment:
  - \$80 fee for PFC-1, PFC-2, TGPC-2, DC-1, DC-2, DC-3 or DB and
  - \$89 fee for CPC

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Questions? Email ASPPA at [education@asppa.org](mailto:education@asppa.org) or call 703-516-9300