



EXAMINATION POLICY #600-01 EXAMINATION FEES

Effective Date: March 17, 2010

Approved By:

- I. PURPOSE:** The purpose of this policy is to ensure accurate and consistent fair handling of examination fees received by the Department of Professional and Occupational Regulation.
- II. POLICY STATEMENT:** The Department shall utilize consistent and objective standards in the handling of examination fees. This policy does not apply to fees paid by candidates directly to examination vendors under contract to DPOR.
- III. DEFINITIONS:**
- Extenuating Circumstances For the purposes of this policy, extenuating circumstances refer to hospitalization and/or short-term disability of the examination candidate, a death or illness in the candidate's family, a call to active duty in the United States military or other circumstances beyond the candidate's control
- Family For the purposes of this policy, family refers to the candidate's spouse, children, stepchildren, parents, grandparents and siblings.
- IV. RELATED DOCUMENTS:** N/A
- V. GENERAL PROVISIONS:**
- A. All extenuating circumstances as defined above must be documented and submitted to the Education and Examinations Director for consideration in determining whether late fees will be accepted or fees will be applied to the next scheduled examination.
- B. Examination fees are non-refundable except in situations where a candidate passes an examination and does not receive pass notification prior to submitting the appropriate examination fee for the next scheduled examination.
- C. Candidate fees not received on, or prior to, the examination fee deadline date shall automatically be applied to the next scheduled examination.
- D. Candidates scheduled for an examination who want to postpone the examination must submit a written request to the Education and Examinations Section prior to the exam fee deadline. Postponements will be granted individually and not for multiple examinations dates.
- E. Candidates failing to appear for a scheduled examination must submit a written request to the Education and Examinations Section for examination fees to be applied to the next available examination. Approval will be granted only under extenuating circumstances.
- F. The requirements detailed in sections C, D, and E may be waived if evidence of an extenuating circumstance is reviewed and approved by the Education and Examinations Director.
- G. All examination fees, handled in accordance with sections D and E of this policy shall remain active for one year or until the examination is administered, whichever date comes first. After that time, all fees shall be forfeited.