

# Testing Policy

Steps to complete prior to obtaining access to register for any exam

- Attend/Participate in a preparational class in full
- Benchmark within 30 days of the day/last day of class
  - Pass 1 benchmark with a minimum of 80% to obtain access to register for the exam
  - Once you benchmark, you will be emailed confirming your score and the 30-day policy. Which will include when the 30-day deadline finishes and instructions on what to do once you register for the exam. It will also provide the consequence of not registering for the exam within 30 days and not informing your assigned program specialist of the selected testing date. It will also include several methods of providing confirmation.

## **PLEASE READ THOROUGHLY**

- Once the access is granted, you still have to register for the exam within the 30-45 days of the day/last day of the class mentioned on the email you received regarding your UPLOAD
- Once you register for the exam, you **MUST** send confirmation to your assigned program specialist. **TRY TO GIVE YOURSELF A MINIMUM OF 2 WEEKS FROM THE LAST DAY OF CLASS TO YOUR TESTING DATE TO BE ABLE TO BENCHMARK**
- If there are multiple benchmarks, you **MUST** pass **ALL** benchmarks with a minimum of 80% PRIOR to your exam. If you do not, you will be informed 3 days prior to your exam that you **MUST** re-schedule
  - Re-scheduling may cause for you to attend a new preparational class if it is not within the 45-day limit to test. If you have used all of your sessions, this will also cause for you to pay for an additional 2 sessions