

## **Processing Fees**

The following fees are in effect with the Spring 2018 exams. All refund requests must be submitted in writing via email to [aobfp@aobfp.org](mailto:aobfp@aobfp.org).

\$ 1000	The total fee for both the cognitive and practical exams (\$500 for each of two components requiring two separate applications), which must be submitted in conjunction with the online application, no later than the initial deadline date with complete application materials; applies toward first exam taken within three years; fee is forfeited thereafter. Nonrefundable late fees are charged by published postmark deadlines for submission of application beyond published postmark deadline as noted within application.
\$ 500	Retake exam fee (cognitive exam only)
\$ 50	Processing fee for returned checks
\$ 100	Handgrading of cognitive exam (requests must be postmarked within six weeks from date of notification of exam results)
\$ 75	Application processing fee withheld from refund request per each exam component (cognitive or practical)
\$ 150	Cancellation/rescheduling fee for first withdrawal from cognitive exam
\$ 200	Cancellation/rescheduling fee for second withdrawal from cognitive exam
\$ 300	Cancellation/rescheduling fee for third withdrawal from cognitive exam

Subsequent Cancellation/rescheduling after third withdrawal will result in loss of all fees paid (initial exam fee and cancellation fees) and require remittance of full exam fee; cancellation/reschedule fee schedule would apply for subsequent cancellations

Seat fees for cognitive exam –

Charged if exam is not cancelled with PearsonVUE 24 hrs. prior to exam appointment OR with < one week notice to AOBFP.

\$178 for Certification exam (thru 2018)

- Cancellation fees will be withheld from any refund requests
- Fees are subject to change without notice.

NOTE: Additional costs other than exam and late fees for Special Accommodations are typically covered by AOBFP. However, if a Special Accommodations candidate is the only SA candidate at an administration and decides to cancel, or is a no-show, those additional fees will be the responsibility of the candidate.