

TO: Certification Examination Applicants

FROM: AOBFP

SUBJECT: Processing Fees

The following fees are in effect with the Fall 2016 exams. All refund requests must be submitted in writing.

\$ 1,000	Examination fee which must be submitted no later than the initial postmark 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.
\$ 600	Retake exam fee
\$ 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)
\$ 150	Application processing fee withheld from refund request
\$ 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 2017)

Cancellation fees will be withheld from any refund requests

Fees are subject to change without notice.