

ASPPA 2012 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 will be collected by Prometric) and pay a postponement fee of \$130 (see next page for details). Please note only proctored examinations (PFC-2, TGPC-2, DC-1, DC-2, DC-3, DB, CPC and A-4) can be postponed.

APPLICANT INFORMATION Please print all information legibly.

Mr./Mrs./Ms. _____ ASPPA ID #: _____
(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
<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
<input type="checkbox"/> A-4

Exam Window Registered for:

Spring 2012	Fall 2012
<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"/>

Postpone to:

Fall 2012	Spring 2013	Fall 2013
<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"/>	<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 \$130 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

2012 Examination Postponement Form Instructions

Examination Postponement Deadlines

PFC-2, TGPC-2, DC-1, DC-2, DC-3 & DB Exams

Spring Examination Window: **June 8**
Fall Examination Window: **November 9**

CPC Exam

Spring Examination Window: **May 31**
Fall Examination Window: **November 1**

A-4 Exam

Spring Examination Window: **May 3**
Fall Examination Window: **November 15**

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. Cancel the scheduled exam appointment with Prometric (a cancellation fee of \$35 will be collected by 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-4 exam is not administered at Prometric; candidate must notify Proctor and ASPPA if postponing exam.
2. Submit the Examination Postponement Form to the ASPPA office by the postponement deadline with the postponement fee of \$130. The postponement form and fee must be received by ASPPA on or before the postponement deadline. The postmark date is irrelevant.

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 future calendar year.

Exam Appointment Rescheduling/Cancellation 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.prometric.com/asppa). Fees do apply and will be collected by Prometric at the time of rescheduling or cancelling an appointment.

In addition to paying the ASPPA postponement fee of \$130, the 2012 Prometric fees 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:
 - \$86 fee for PFC-2, TGPC-2, DC-1, DC-2, DC-3 or DB and
 - \$95 fee for CPC
 - \$113 fee for internationally administered DC-1 and DC-2 exams (visit www.prometric.com/ASPPA to reschedule by phone (phone number provided by region in which you are testing or online)

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.

Questions? Email ASPPA at education@asppa.org or call 703-516-9300