

Exam Fees and Refund Policy

Exam Fees

Exam Type	Fee
Exam Application (initial or reactivation)	\$500
Exam Retake (if failed initial or reactivation attempt)	\$325
All fees due in full upon registration. An applicant may defer (i.e., postpone) taking the exam for up to six months. For example, an applicant who registers to take the exam (initial or retake) in October may defer and take the exam the following April. Only one deferral is allowed; further deferral requests are considered as cancellations. See Cancellation Fees and Refunds section for information about cancellation deadlines.	

Cancellation Fees and Refunds

Refunds are not given for exam retake cancellations.

The following table details refund and cancellation fee policies:

Action	Deadline*	Refund	Fee
Postpone or Cancel	Up to 14 days prior to exam date	\$250	\$0
	Within 14 days prior to exam date	\$0	\$0
	Within 10 days prior to exam date	\$0	\$100
No show, no notification	Exam date	\$0	\$100

* Deadlines timeframes refer to calendar days.

Exam deferral is allowed for one exam cycle only and must be requested in writing up to 14 days prior to the registered exam date. If an applicant defers, the refund policy will apply to the subsequent exam cycle. Cancellation fees apply to every exam cycle.

The CHC understands that emergencies and extenuating circumstances sometimes occur. In these cases, applicants may appeal for refund, in writing, within 30 business days of their registered exam date. Reversal of refunds and/or fees is at the sole discretion of the CHC.