



# International Association of Assessing Officers SPECIAL EXAMINATION APPLICATION CHALLENGE EXAM

## ***Member Information***

Please print, type, or attach business card:

Member ID # (If applicable) \_\_\_\_\_ Last 4 Digits of Social Security # \_\_\_\_\_  
Name \_\_\_\_\_ Jurisdiction/Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State /Prov. \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## ***Instructions***

1. Students attempting a Special Examination are responsible for selecting and securing a proctor. Special Examination applicants should contact the qualifying individual and request that they administer the examination.
2. Approved IAAO proctors administer IAAO Special Examinations. Approved proctors must meet any of the following criteria:
  - a. An IAAO approved instructor
  - b. A member of the IAAO Education Subcommittee
  - c. Holders of an IAAO professional designation – CAE, RES, CMS, PPS, AAS or
  - d. A director of a university continuing education extension or division.
3. All IAAO Special Examinations will be sent directly to the approved proctor selected by the applicant. Examinations must be returned by the approved proctor in the postage-paid envelope provided by IAAO.
4. Applicants should read the conditions below, complete this Special Examination application in its entirety, and ***submit it with appropriate payment to IAAO at least THREE WEEKS before the examination date.*** Confirmation letters will be sent to both the applicant and the proctor. No applicant may attend a course site or special examination session unless he/she has received written confirmation from IAAO.

***If application is received less than THREE WEEKS from test date, IAAO cannot guarantee processing by exam date requested. If the application is received less than TWO WEEKS prior to the exam date, a \$40 processing fee will be charged for expedited shipping. This fee must be paid before the material will be shipped.***

## ***Conditions***

1. Students will ***not*** be allowed to take the special examination unless payment has been received.
2. A separate application must be submitted for each course examination and only one examination may be attempted during an examination period.
3. Any student who fails an IAAO course has one year in which to take a re-examination. If the re-examination has not been attempted within the ensuing 12 months, the student will be required to retake the course.
4. Failure of a special examination requires attendance of the appropriate course before an examination may be attempted again. Retake of a special examination is ***not*** allowed if you have failed the initial special examination.

**I plan on challenging the examination for Course/Workshop # \_\_\_\_\_**  
[Application must be submitted at least 3 weeks before the exam date]

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Exam (Please give complete address - NO P.O. BOX NUMBER):

Proctor Name (First Middle Last):

Proctor Mailing Address (if business provide name):

[Exam is mailed directly to the proctor. Please provide complete address – NO P.O. BOX NUMBER]

Proctor Daytime Telephone Number: \_\_\_\_\_ Proctor Email Address: \_\_\_\_\_

Have you personally confirmed this examination date with the proctor you listed above?  Yes  No

**Proctors approved to administer IAAO examinations must meet one of the following qualifications listed below. Please check the box that applies to the proctor you selected:**

- IAAO approved instructor  Member of the IAAO Education Subcommittee  
 Holder of an IAAO professional designation CAE RES CMS PPS AAS **CHECK ONE**  
 Director of a university extension division  
 Check here if this examination is taking place during a regularly scheduled IAAO course offering.

***NO refunds will be authorized for canceling a special examination. If a scheduled exam is cancelled one week or less before the examination date, a \$25 fee will be charged to reschedule. This fee must be paid prior to the exam being rescheduled.***

**CHALLENGE EXAMINATION**

Applicants who wish to challenge an IAAO examination without having taken the course, students who withdrew from a course and students who did not take the exam upon completion of a course are eligible under this category.

Most IAAO courses have prerequisites. If a prerequisite is listed, applicants are strongly urged to fulfill these prerequisites.

Applicants with a passing grade will receive a Certificate of Completion; however, continuing education hours cannot be earned.

**Fees:**

**Non-Member**

**\$300.00** [U.S. \$ Only] Payment must accompany this application.

**Member**

**\$150.00** [U.S. \$ Only] Payment must accompany this application.

**Designation candidates only**

**\$100.00** [U.S. \$ Only] Payment must accompany this application.

**Method of Payment**

- \$300 Non-Member Payment  
 \$150 Member Payment  
 \$100 Candidate Payment  
 AAS  CAE  CMS  PPS  RES  MAS  
 Check Enclosed.  
(Make checks payable to IAAO, US funds only)  
 Charge my:  Visa  MasterCard  AmEx

Card Number# \_\_\_\_\_ Expires \_\_\_\_\_

Name \_\_\_\_\_ CSC: \_\_\_\_\_  
*Print card holders name* 3 or 4 Digit Code

Signature \_\_\_\_\_

Returned check charge is \$25. No refund or transfers allowed.

**Submission**

Mail check to 314 W. 10<sup>th</sup> St. Kansas City, MO 64105  
Credit Card email to [education@iaao.org](mailto:education@iaao.org) or fax:  
816/701/8169.