



International Association of Assessing Officers

SPECIAL EXAMINATION APPLICATION

RE-TAKE 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 emailed to the applicant and the exam packet will be sent to 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 per day.
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 retaking the examination for Course/Workshop # _____ :

Date: _____ Time: _____
[Application must be submitted at least 3 weeks before the exam date]

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.

RE-EXAMINATION

Any student who fails an examination at an IAAO course is eligible under this category. The student has only one calendar year from the original exam date in which to take the re-exam. If the re-examination has not been attempted within the ensuing 12 months, the student will be required to retake the course.

FEES:

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

Method of Payment

- \$150 Payment
 Check Enclosed.
(Make checks payable to IAAO, US funds only)
 Charge my: Visa MasterCard AmEx

Card Number _____ Expires _____

Name _____ CSC: _____
Print card holders name 3or 4(AMEX) digits

Signature _____

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

Submission

Mail check to 314 W. 10th St. Kansas City, MO 64105
Credit Card email to education@iaao.org or fax: 816/701-8169.