



<b>For CSI Use only:</b>		
<input type="checkbox"/> Approved	Date: _____	CSI Staff: _____
<input type="checkbox"/> Declined	Date: _____	CSI Staff: _____

**CSI**  
**110 South Union Street, Suite 100**  
**Alexandria, VA 22314**

**800-689-2900 (P)**  
**703-236-4600 (F)**  
**www.csinet.org**

## COLLEGE / UNIVERSITY EXAM DATE REQUEST APPLICATION

Please complete and fax to CSI at 703-236-4600 at least 60 days prior to the first day of exams (*Type or Print*)

Thank you for your support of CSI's Certificate and Certification Programs. We appreciate your assistance in providing the opportunity for career development to students who wish to attain this recognition. The purpose of this application is to clarify policies and procedures with respect to the proposed exam date.

**Exam Contact Information - Required**

<b>Exam Contact Name:</b>	<b>College/University Name:</b>
<b>College/University/ Address:</b>	
<b>City/State/Zip:</b>	
<b>Contact Phone:</b>	<b>Contact Email:</b>
<b>Exam Dates*:</b>	<b>Estimated No. of Candidates:</b>
*Exam may be given over 1-2+ days. Please indicate your choice.	

**List the names and email addresses of candidates:**

Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____

If necessary, use additional sheet to list names and email addresses.

## COLLEGE/UNIVERSITY EXAM POLICIES AND PROCEDURES

### I. APPLICATION FOR COLLEGE/UNIVERSITY EXAM DATE

- The college/university should submit a completed College/University Exam Date Request Application to the CSI Certification Department at least **60 days prior** to the propose exam date.
- CSI will notify the college/university as to the status of the application within 14 days of receipt.

### II. EXAM SITE SELECTION

- Exams are computer-based and will be administered at Prometric test centers. Prior to the exam, CSI will provide information to candidates directing them to the test center nearest the college/university location.
- To view all test center locations, visit the Prometric website: <http://www.prometric.com/CSI>. Select "Locate a Test Center".

### III. REGISTRATION

- Student exam applications should be submitted to CSI for processing.
- Exam applications will not be accepted less than **30 days** prior to the exam date.
- Registration is open to CSI student members and non-members/corporate partners. Candidates may not register for an exam which they have taken in the last 90 days.
- Students may apply for the CDT exam at the student rate provided they attach a copy of their student ID to their exam application.
- Prior to the exam, students will receive an email notification from CSI with instructions how to schedule their Prometric test center appointment using an individual authorization number.
- The name the student provides on their exam application **must match** the name on the identification the student will be using for admission to the test center. If the names do not match, the student risks being turned away from the exam.

### IV. TEST DAY PROCEDURES

- On the day of the exam, students must arrive at the test center **30 minutes** before their scheduled appointment time to complete the admission procedures required before testing begins.
- Students must bring **two pieces of current identification** to be admitted to the exam: one form must be a non-expired, government-issued, photo ID with signature; the second must have a signature.

### V. SCORING

- Students will receive a printed exam feedback analysis after completion of their exam and before leaving the test center.
- Student scores will be reported to instructors via a score report as quickly as possible after all exams have been administered.

### VI. CANCELLATION

- Students who are unable to test may cancel their exam. An Exam Cancellation/Refund Request Form should be submitted to CSI. The cancellation form may be downloaded from [www.csinet.org/certification](http://www.csinet.org/certification). **Important:** If a student has a scheduled appointment with Prometric they must also pay a separate fee and cancel the appointment with Prometric. <http://www.prometric.com/CSI>.

By signing this agreement, I (exam contact) have read and agree to the policies and procedures above.

Agreed and Accepted: Signature \_\_\_\_\_ Date \_\_\_\_\_

Questions? Contact CSI at [certification@csinet.org](mailto:certification@csinet.org) or 800-689-2900