



**CSI CDT® CERTIFICATION DEFERRAL REQUEST FORM, Fall 2019**

If you have a medical or significant personal emergency, submit a request to defer for one cycle.

Two options to submit: (To assure your credit card privacy, **DO NOT EMAIL YOUR REQUEST**)

- 1) **Mail to CSI**     P.O. Box 81, Annapolis Junction, MD 20701 (priority or overnight)
- 2) **Fax to CSI**     703-940-8600

- Candidates who do not request and receive a deferral approval, who no-show to sit for their scheduled exam, or who register yet do not schedule a testing site forfeit all fees. A new application and fees are required when candidates wish to sit for the exam at a future exam cycle.
- Application fees are not transferrable.
- Fees paid by an employer, sponsor or group may not be refunded to an individual at any time.

Candidate Full Name: \_\_\_\_\_

Candidate Email: \_\_\_\_\_ Phone #: (    ) \_\_\_\_\_

National ID Prometric Number: \_\_\_\_\_

Reason for Deferral Request: \_\_\_\_\_

Scheduled Exam Date with Prometric: \_\_\_\_\_

**It is seven (7) or more business days prior to my scheduled exam appointment (or the end of the exam window if no appointment is scheduled) and I request exam deferral.**

**If approved by CSI, I understand**

- 1) I will be charged a deferral fee from CSI – \$200 for CSI members; \$275 for non-members
- 2) I must also contact Prometric to cancel my appointment and pay an additional \$30 Prometric cancellation fee. Failure to do so will result in forfeiting your full CSI exam registration fee for Fall 2019 and you will have to reapply and submit payment for Spring 2020 testing.
- 3) I will sit for the exam in Spring 2020 or will forfeit my registration fee.

If your deferral is approved, your credit card information is required to authorize the charges:

Visa

MasterCard

American Express

Amount to Charge by CSI (select one): \_\_\_\_\_\$200 CSI Member    \_\_\_\_\_\$275 Non-Member

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV2 (security code): \_\_\_\_\_

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_