



## CERTIFICATION EXAMINATION RETAKE POLICY

### Coating Inspector Program

This portion of the policy applies only to the CIP program including the following:

- Basic Coatings Inspector (formerly titled CIP Level 1)
- Certified Coatings Inspector (formerly titled CIP Level 2)

#### **Retaking the written/theory computer-based exam:**

- For all computer-based certification exams, as of August 18, 2019:
  - There is a thirty (30) day waiting period for the first re-take.
  - There is a four (4) month waiting period for the second re-take and any additional re-takes thereafter.
- Exam authorizations are valid for 1 year from date of purchase.
- Exam authorizations are valid for 1 attempt.
- Exams must be paid and scheduled through the candidates "My Certification Portal" and are delivered through Pearson VUE testing centers.
- Examinees are allowed to re-take only the failed portion of the exam (i.e., CBT exam, including all domains or the practical exam) without retaking the training course. However, if the candidate fails the written/theory exam three (3) times, the examinee is required to retake the training course at the full registration course price. This is a Program Committee requirement.

A manual is available for purchase for all retakes, plus shipping and applicable tax. Contact Customer Support if interested.

#### **Retaking the practical exam:**

- Candidates must register to retake the associated training course. Contact Customer Support to receive any available discounts (discounted rates do not include additional CBT exam attempts).
  - Examinees will receive a course manual when re-taking the course.

#### **Retaking the Oral Exam** *(Senior Certified Coatings Inspector Peer Review only):*

- There is a thirty (30) day waiting period for the first retake attempt. The oral examination is only allowed one time per session.
- Candidates are encouraged to wait at least four months before attempting any subsequent retakes, but it is not required.

## **Other Certification Program exams**

This portion of the policy applies to other certification exams including those where hands-on practical exams may be administered (i.e., Cathodic Protection, OCAT, SCAT, Internal Corrosion Level 1, etc.).

### **Retaking the written/theory/case-based computer-based exam:**

- For all computer-based certification exams, as of August 18, 2019:
  - There is a thirty (30) day waiting period for the first re-take.
  - There is a four (4) month waiting period for the second re-take and any additional re-takes thereafter.
- Exam authorizations are valid for 1 year from date of purchase.
- Exam authorizations are valid for 1 attempt.
- Exams must be paid for and scheduled through the candidates "My Certification Portal" and are delivered through Pearson VUE testing centers.
- There is no actual limit on the number of re-takes, however all retakes must follow the standard waiting period listed above and adhere to the four-year time frame to successfully complete all requirements towards certification.
- Examinees are allowed to re-take only the failed portion of the exam (i.e., CBT exam, including all domains or the practical exam).

A manual is available for purchase for all retakes, plus shipping and applicable tax. Contact Customer Support if interested.

### **Retaking the practical exam:**

- Candidates must register to retake the associated training course or exam only (if applicable). Contact Customer Support to receive any available discounts (discounted rates do not include additional CBT exam attempts).
  - Examinees will receive a course manual when re-taking the course.

## **All other CBT Exams including Online Remote Proctored exams**

- For all computer-based certification exams, as of August 18, 2019:
  - There is a thirty (30) day waiting period for the first re-take.
  - There is a four (4) month waiting period for the second re-take and any additional re-takes thereafter.
- Examinees are allowed to re-take only the failed portion of the exam (i.e., CBT exam, including all domains or the practical exam).
- Exam authorizations are valid for 1 year from the date of purchase.
- Exam authorizations are valid for 1 attempt.
- There is no actual limit on the number of re-takes, however all retakes must follow the standard waiting period listed above and adhere to the four-year time frame to successfully complete all requirements towards certification.
- Exams are purchased through the AMPP website/store and are delivered through Examity or other online remote proctor services.
  - Candidates will be enrolled for the exam within 5 -7 business days after purchase.

For questions related to Computer-based Certification Renewal Exams contact [CertificationRenewal@ampp.org](mailto:CertificationRenewal@ampp.org)

## **Exam only candidates**

Candidates who bypass a training course where there is an exam-only option available (CP1, CP2, CP3, CP4, Internal Corrosion for Pipelines – Basic (Level 1)).

### **Retaking the written/theory/case-based computer-based exam:**

- For all computer-based certification exams, as of August 18, 2019:
  - There is a thirty (30) day waiting period for the first re-take.
  - There is a four (4) month waiting period for the second re-take and any additional re-takes thereafter.
- Exam authorizations are valid for 1 year from date of purchase.
- Exam authorizations are valid for 1 attempt.
- Exams must be paid for and scheduled through the candidates "My Certification Portal" and are delivered through Pearson VUE testing centers.
- There is no actual limit on the number of re-takes, however all retakes must follow the standard waiting period listed above and adhere to the four-year time frame to successfully complete all requirements towards certification.
- Examinees are allowed to re-take only the failed portion of the exam (i.e., CBT exam, including all domains or the practical exam).

### **Retaking the practical exam:**

For those who bypass the training course and fail the practical exam administered during the course (CP1, CP2, CP3, CP4, Internal Corrosion for Pipelines – Basic (Level 1)).

- Practical exam re-takes must be taken on the scheduled exam day of a scheduled course.
  - Courses are limited to two (2) **exam-only** re-take registrants.
- Exam only re-take examinees, those who have opted out of the full training course (where applicable), are not allowed to attend or observe the training course at any time prior to the exam.

A manual is available for purchase for all retakes, plus shipping and applicable tax. Contact Customer Support if interested.

If the examinee is re-taking the full course, a manual is automatically provided at no additional cost.

## **Non-CBT Certification Exams**

For stand-alone certification written/theory exams administered via paper and pencil (non-CBT).

This section applies to the following exam:

- Corrosion Specialist – contact [certificationnew@ampp.org](mailto:certificationnew@ampp.org) for retake details.
- For all non-CBT certification exams, as of August 18, 2019:
  - There is a thirty (30) day waiting period for the first re-take.
  - There is a four (4) month waiting period for the second re-take and any additional re-takes thereafter.
- Examinees are required to retake all portions of the failed exam (where applicable).

***Note: this policy does not apply to or include the Craftworker Program.***