

## Procedure for Re-Taking the Certification Exams



- 1) Members that have failed, missed, or are excused from sitting for the exam may retake the exam and remain in good standing (if applicable) by the following procedures:
  - a) **Failed Exam**
    - i) First Year Post
      - (1) Re-Submit a new application with original logs and narratives
      - (2) Submit failed letter from ASR
    - ii) There will be no additional attempts, submit as a new candidate
  - b) **Failure to show up for the exam (30 day grace period post test date to contact the testing committee with an explanation)**
    - i) First Year Post (if excused)
      - (1) Re-Submit original application
      - (2) No fee to take the exam
      - (3) Submit excused letter from ASR Certification Committee
    - ii) There will be no additional attempts, submit as a new candidate
  - c) **Excused — Maternity, Military or other personal reasons**
    - i) General Procedures
      - (1) All excused leaves must be submitted in writing to the ASR Certification Committee
    - ii) First Year Post
      - (1) Re-submit original application and excused letter
      - (2) No fee to take the exam
      - (3) Updated six-month case log
      - (4) One updated narrative
    - iii) Second Year Post
      - (1) Re-submit original application and excused letter
      - (2) \$100.00 testing fee
      - (3) Updated two-year case log
      - (4) Two updated narratives
    - iv) There will be no additional attempts, submit as a new candidate