

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) No fee to take the exam
 - (3) 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