



CGFNS Qualifying Exam[®] Re-Examination Instructions



CGFNS International • 3600 Market Street, Suite 400, Philadelphia, Pennsylvania 19104-2651 USA • +1 (215) 222 8454 • www.cgfns.org

If you need to apply to reschedule the CGFNS Qualifying Exam[®] because you missed or did not pass the exam, follow these instructions.

Please complete the *Request for Validation of License/Registration/Certification* and send one each to your licensing authorities, if one or more of the following circumstances have changed since you last applied:

- your current license has expired
- you have an additional license
- it has been three years since CGFNS received validations from your license/registration authorities

Exam dates and locations

Once you complete the credentials review and are authorized to take the CGFNS Qualifying Exam[®] you will receive an *Authorization to Test* notification that contains instructions to schedule it. You will be given two test windows of five days each to choose a date and time for your examination.

Please note: YOU MAY REGISTER FOR ONE EXAM ONLY. If you select more than one test window, more than one location or more than one date and time, your exam registration will be cancelled upon review and you will be required to re-register for a single selection.

On the day of the exam, you simply go to your selected exam center at the appointed time. You will be asked to present at least two forms of identification, one being a photo ID. Acceptable photo IDs are passports or official government-issued identification.

Changing your exam date after you receive approval

If you need to change your exam date, you may do so by giving 72 hours notice before your scheduled exam. You may change

- to another day or time in the five-day test window of your originally scheduled exam, without charge
- to the later five-day test window you were given, without charge

English language proficiency

If your passing score from the English language proficiency exam is more than two years old at the time that you passed the CGFNS Qualifying Exam[®], you must retake and pass the English language proficiency exam. Both exams must be successfully passed within two years of each other for a CGFNS (Certification Program) certificate to be issued. For contact information regarding the English exams, please go to www.cgfns.org/sections/programs/cp/cp-english.shtml

Fees

The most up-to-date fees are found online at www.cgfns.org/sections/fees.shtml#2, subject to change without notice.

Additional payment information

All payments must be in U.S. dollars drawn on a U.S. bank. Personal checks are not acceptable and DO NOT send cash. Fees must be paid in full before orders are processed and applicant files reviewed. Note that payments submitted to CGFNS will first be applied to any unpaid balance on the applicant's account from previously ordered products or services, before being applied to the newest order.

Online

Fees can be paid online at <https://www.cgfns.org/cerpassweb/login.jsp>. CGFNS accepts Visa, MasterCard and Discover. American Express is not accepted.

By mail

A completed *Credit Card Payment Form*, an international money order or a certified bank check, made payable to "CGFNS", may also be mailed to CGFNS International, Suite 400, 3600 Market Street, Philadelphia PA 19104-2651 USA.

Personal checks are not accepted. DO NOT send cash. Be sure your name, CGFNS ID number and date of birth are on the money order or check.

Refund policy

CGFNS has a "no refund" policy for all programs, products and services. No refund is given after an order is submitted. If CGFNS makes an error, consideration for a refund will be given on a case-by-case basis.