



SPECIAL EXAMINATION APPLICATION

Please print or type and return all pages:

SSN #: 000 - 00 - _____

First _____ Middle _____ Last _____ Title: _____

Firm/Jurisdiction: _____ Company: _____

Address: _____ Home Work

City: _____ State/Prov.: _____ Zip Code: _____

Daytime Phone #: () _____ Fax #: () _____ Email: _____

Signature: _____ Date: _____

INSTRUCTIONS:

1. Students attempting a Special Examination are responsible for selecting and securing a proctor. Special Examination applicants should contact the qualifying individual and request that they administer the examination.
2. Approved IAAO proctors administer IAAO Special Examinations. Approved proctors must meet any of the following criteria:
 - a. An IAAO approved instructor
 - b. A member of the IAAO Education Subcommittee
 - c. Holders of an IAAO professional designation – CAE, RES, CMS, PPS, AAS or
 - d. A director of a university continuing education extension or division.
3. All IAAO Special Examinations will be sent directly to the approved proctor selected by the applicant. Examinations must be returned by the approved proctor in the postage-paid envelope provided by IAAO.
4. Applicants should read the conditions below, complete this Special Examination application in its entirety, and **submit it with appropriate payment to IAAO at least THREE WEEKS before the examination date.** Confirmation letters will be sent to both the applicant and the proctor. No applicant may attend a course site or special examination session unless he/she has received written confirmation from IAAO.

If application is received less than THREE WEEKS from test date, IAAO cannot guarantee processing by exam date requested. If the application is received less than TWO WEEKS prior to the exam date, a \$40 processing fee will be charge for expedited shipping. This fee must be paid before the exam material will be shipped.

CONDITIONS:

1. Students will **not** be allowed to take the special examination unless payment has been received.
2. A separate application must be submitted for each course examination and only one examination may be attempted during an examination period.
3. Any student who fails an IAAO course has one year in which to take a re-examination. If the re-examination has not been attempted within the ensuing 12 months, the student will be required to retake the course.
4. Failure of a special examination requires attendance of the appropriate course before an examination may be attempted again. Retake of a special examination is **not** allowed if you have failed the initial special examination.

