

# **Certification Financial Policies**

## **July 2008**

### **Written and Oral Testing Fee**

A \$125 testing fee (plus applicable taxes) is required for each of the written and oral tests. Payment of the testing fee is due to the ICD at the time of scheduling.

### **Written and Oral Test Deferment**

Candidates scheduled for a written or oral test date may request deferment to a future test date. A request for deferment will be considered only if the applicant has paid all outstanding fees. The request must be made in writing to the ICD's Manager of Certification no later than 14 days before the original test date for written tests and no later than 21 days before the original test date for oral tests. A deferment is possible only if space is available and is at the discretion of the ICD. A \$50 administration fee (plus applicable taxes) will be charged for deferment.

### **Written and Oral Test Cancellation Policy**

Refunds will be given for cancellations received in writing to ICD's Manager of Certification no later than 28 days before the test date subject to an administration fee of \$50 (plus applicable taxes). Cancellations received in writing no later than 14 days before the test date will be issued a full credit on account to be applied to another offering within one calendar year. No refunds will be provided for cancellations received less than 14 days before the test date. Non-attendance will incur the full test fee.

Should the ICD need to cancel or postpone a test date, candidates will be issued a full refund.