

Florida Certification Board

Exam Registration Form

Directions: To register to take an FCB administered examination, please complete the following:

1. Review the FCB website for the most current test administration dates/locations.
2. TYPE or PRINT all information requested on this form.
3. Return this completed form and associated fees to the FCB.
4. You will receive written notice of your testing date and location within 2-weeks of receipt of your registration form. The FCB will mail you a second written notification, verifying your testing date and location 2-weeks prior to the scheduled test date.

Section 1: Contact Information					
Last Name _____			First Name _____		
Mailing Address _____				E-mail Address _____	
City _____		State _____	Zip Code _____		Home Phone Number () _____
Section 2: Exam Request					
<input type="checkbox"/> Florida Specific	\$ 60.00	<input type="checkbox"/>	<input type="checkbox"/>	Reschedule?	
				Within time limit? (see back) <input type="checkbox"/> \$25	Outside of time limit? <input type="checkbox"/> \$60
<input type="checkbox"/> Behavioral Health Technician	\$ 50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50
<input type="checkbox"/> IC&RC International, IC&RC Criminal Justice, IC&RC Prevention	\$ 100.00	N/A	N/A	N/A	<input type="checkbox"/> \$100
<input type="checkbox"/> SAP Exam	\$ 100.00	N/A	N/A	N/A	<input type="checkbox"/> \$100
<input type="checkbox"/> \$20 convenience fee - Please check here if you would like to take the BHT or FL Specific exam ONLINE at a testing facility - test sites include: North Miami Beach, Key West, Tallahassee, West Palm Beach, and Pensacola					
<input type="checkbox"/> Please check here if you require special accommodations due to a handicap or disability. You must submit the Request for Special Accommodations Form one month prior to your desired exam date.					
Section 3: Location/Date Request					
Location (indicate the city) _____			Date _____		
_____ , Florida			_____ , 2010		
_____ , Florida			_____ , 2010		
_____ , Florida			_____ , 2010		
Section 4: Payment Information					
Total Payment Enclosed: _____					
Method of Payment: <input type="checkbox"/> Check/Money Order (make payable to FCB) <input type="checkbox"/> Master Card <input type="checkbox"/> VISA					
_____			_____		
Credit Card Number			Expiration Date		

Signature (only if paying with a credit card)					

Florida Certification Board
Exam Registration Form

- ✓ You may only register for examinations after receiving written notification of FCB's approval of your Application Portfolio.
- ✓ Once notified that the Application Portfolio has been approved, you must register for applicable written examinations. Please see specific Certification program requirements to determine which examination(s) to take.
- ✓ Check the exam schedule on the FCB website at <http://www.flcertificationboard.org/Exams.cfm> for the most current exam administration dates, times, locations, and registration cut-off dates.
- ✓ Complete the Exam Registration Form and submit it and all applicable fees to the FCB prior to the exam registration cut-off date.
- ✓ As seating is limited, registration is on a first-come, first-serve basis. Every effort will be made to register you for the test location and date that you prefer, however, this cannot be guaranteed. Please indicate the top three locations and dates you can attend on your Exam Registration Form.
- ✓ You will receive a written notice of your test registration within two-weeks of receipt of your Exam Registration Form.
- ✓ You will receive a second notice verifying your test registration two-weeks prior to the scheduled administration date. This letter will contain the street address/location of the exam site and specific instructions on the examination process and requirements.
- ✓ If you should need to reschedule your chosen Florida Specific or Behavioral Health test date, please send a written explanation of the reason for changing your test date as soon as possible. If you send the notice to FCB a MINIMUM of 10 days prior to the test date, you will only have to pay the \$25 rescheduling fee. If the notice arrives LESS than 10 days before your scheduled exam, you will have to pay the full test fee again in order to reschedule.
- ✓ If you should need to reschedule your chosen SAP or International test date, please send a written explanation for the reason for changing your test date as soon as possible. If you send the notice to FCB a MINIMUM of 30 days prior to the test date, you will not incur a rescheduling fee. If the notice arrives LESS than 30 days before your scheduled exam, you will have to pay the full test fee again in order to reschedule.
- ✓ Should the minimum number of examinees not be met, the examination is subject to cancellation. If the FCB cancels an exam administration, you will be registered for the next available administration of your choice, without financial penalty.
- ✓ Scores are mailed to the examinee approximately 4 - 8 weeks after the exam date. Score reports are mailed to the home address provided to the FCB on the Exam Registration Form.
- ✓ NO SCORES WILL BE RELEASED OVER THE TELEPHONE OR IN E-MAIL. The FCB will only release a test score in writing.
- ✓ If you require **special accommodations** due to a documented and recognized handicap or disability, you must complete the Request for Special Accommodations Form, and provide supporting documentation to the FCB within the required timeframes (60 days prior to ICRC/SAP tests; 30 days prior to FCB exams) to the test administration date. The Request for Special Accommodations Form is available on the FCB website at <http://www.flcertificationboard.org/Exams.cfm>