



## Request to Transfer Exam Application to February 2018

*Must be received by the Academy by **September 30, 2017.***

*The Academy offers a **one-time transfer** of the exam application from one exam cycle to the next. This transfers the application and all fees to the next exam **only**. Transfers are applied to the next exam **only**. All fees become non-refundable upon transfer. If, for any reason the next exam is not taken, all fees are forfeited. Transferring is not an option for re-examination candidates (from the previous exam cycle).*

There are two (2) situations in which applicants may take advantage of the transfer option:

- 1) An applicant is determined **Ineligible** for the current exam, but have met the eligibility requirements by the next exam period.
- 2) An applicant is determined **Eligible**, but must withdraw from the exam at least five (5) days before the scheduled exam appointment\*.

**\*If an appointment is scheduled**, you must first **cancel** it directly with Prometric (see below) before submitting this request to ACRP. **Note:** Fees, payable to Prometric directly, apply for cancellations within thirty (30) to five (5) days prior to an appointment date. Cancellations are not permitted less than five (5) days prior to an appointment.

- I have **canceled** my exam appointment by contacting **Prometric [online](#)** or by **[telephone](#)**.  
(Applicable only if an appointment was scheduled)

**By signing below, you attest that you have read and understand the [Policy on Transfers, Cancellation, No Shows, Refunds and Re-Examination](#).**

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate Name (printed): \_\_\_\_\_

You should receive an emailed confirmation that your request to transfer was received and accepted. Contact [certification@acrpn.net](mailto:certification@acrpn.net) if you have not received confirmation within seven (7) days.

E-mail this form to [certification@acrpn.net](mailto:certification@acrpn.net) or fax it to **+1.703.254.8102 by September 30, 2017**