

Certification Program Requirements

REGISTRATION REQUIREMENTS

General Information

The program consists of five modules with examinations.

With the purchase of this book, one individual is eligible for certification. Others within the same physical location of an institution may apply for certification at a discounted rate. Contact Customer Service at 1-800-456-2340 for more information on registering in the program.

You may take up to two years from the date we receive your first module exam to complete the entire program. (Note: You must have a current subscription to order/receive exams.) To pass, you must score 70 percent or higher on each examination. You may complete modules and exams in any order.

Module exams are self-administered in your institution by a senior officer acting as a proctor. The exams are administered online. Testing instructions and log-in information will be sent to your proctor via e-mail. The proctor must certify that all exam requirements are met.

After successfully completing each module's exam, you will receive an individual certificate. After successfully completing the fifth module's exam, you will receive an overall certificate indicating you are certified by Sheshunoff Information Services for the entire program.

Certification is valid for two years from the date of certification. After your initial certification expires, you must be recertified. To receive your recertification exam, you must have a current subscription to the program.

Sheshunoff reserves the right to modify the program's exam requirements and related fees at any time.

TO REQUEST A MODULE EXAM

Send an e-mail request to certification@sheshunoff.com. Be sure to put "[Module Name] Certification Examination" in the subject line. Please include the following information in your e-mail request:

- Subscriber/student's full name and e-mail address
- Name and e-mail address of senior officer who will serve as the proctor for the exam
- Contact information for your institution (name, mailing address, telephone number)
- Sheshunoff account number

You may also call Sheshunoff Customer Service at 1-800-456-2340 to request the module exam.

EXAM RULES

The module exam is governed by the rules below. Failure to adhere to the rules will result in your disqualification from the certification program.

- The exam is the property of Sheshunoff Information Services, Inc. It may only be copied, stored, reproduced, or retransmitted, in whole or in part, by the proctor.
- Instructions for the online exam will be sent directly to the proctor via e-mail.
- Only the registered student may take the test. Another person may not take the test for the registered student.
- Reference material, including books, notes, or online resources, may not be used during the exam. It is the responsibility of the proctor to ensure that the integrity of the testing environment is not compromised.
- No part of the exam should be retained by the student in any form once the exam is complete.
- You may not take more than 75 minutes to complete the test.

Taking the Test

- After the test has been ordered, exam instructions and log-in information will be e-mailed to the proctor, who will provide them to you, the test taker. The proctor must verify that the examination rules are being followed.
- Answer each question by clicking on the box next to your answer choice. If you do not answer a question, we will count it as incorrect. For questions with more than one correct answer, click on each correct answer. The maximum test score you may receive is 100 percent. All questions are worth an equal number of points.
- This is a closed-book test. You may not refer to other individuals or outside reference materials for answers or information while taking the test.
- Should technical difficulties occur during the test, the proctor should call client services at 1-800-456-2340 to resolve the issue. The proctor must be present in order to confirm any difficulty.

Getting Your Results

- Your unofficial results will be made available to you immediately upon completion of your exam. To receive certification, you must score 70 percent or higher on the exam. Official results will be sent directly to you via USPS.
- Note that you have two opportunities to pass the exam. After the second, unsuccessful attempt, you must wait one year from the date of the second failed test before retesting.