

**ETA CPP Examination Retake Policy:**

Individuals who do not pass the certification examination may retest in the next testing window, following the window they did not successfully pass their examination. Testing windows are the months of May and November each year.

If retaking the exam within the 366-day eligibility period (start date is the date you submit your initial candidate application). Candidates will be allowed no more than two (2) testing attempts within a 12 month period. If the candidate has not successfully passed the exam within 366 days, he/she must reapply and pay the full application and examination fees again.

Candidates who need to retest will receive a Notice to Schedule (NTS) 30 days before the next testing window.

During the scheduling process, candidates will be prompted to pay the \$200.00 Re-examination Fee. Candidates will not be officially scheduled for their retake exam until the retake fee has been paid at the end of the scheduling process.