



Certification Registration Policies and Procedures

Registration Deadline

To register for a certification course or exam, candidates are required to submit payment with their registration form. Payment can be made by credit card or cheque (**we do not accept post dated cheques**).

Registration Fees

Candidates who register at least **2 WEEKS PRIOR** to the advertised course or exam date will pay the early registration fee for the course and for the exam (please see registration form for prices). Registrations may be mailed, faxed or called (with credit card) into the office to meet this deadline. Mailed registrations must be post marked at least **2 WEEKS PRIOR** to the advertised date to receive the early registration rate.

Candidates who register less than **2 WEEKS PRIOR** to the advertised course start date or exam date will pay the regular registration fee for the course and for the exam (please see registration form for prices).

We do not recommend on site registration as we cannot guarantee availability of space or course and exam materials without previous payment and notification.

Cancellation Policy

If a Candidate has chosen not to attend a course or an exam, they may cancel their registration providing the cancellation is received in writing at least **2 WEEKS PRIOR** to the published course or exam date. Candidates who cancel a course or exam prior to the 2 week deadline will be charged a \$25 (+ Applicable Taxes) Cancellation Fee. If the Candidate has received course material in advance, a refund will **NOT** be issued for the materials. **REFUNDS WILL NOT BE ISSUED LESS THAN 2 WEEKS PRIOR TO THE COURSE OR EXAM DATE.**

Changing Course or Exam Dates

Candidates may change their scheduled course or exam registration date providing the request for change is received in writing (via email, mail or fax) at least **2 WEEKS PRIOR** to the published course or exam date. Candidates who change a course or exam date will be charged a \$25 (+ Applicable Taxes) Deferral Fee. **NO COURSE OR EXAM CHANGES WILL BE ACCEPTED LESS THAN 2 WEEKS PRIOR TO THE COURSE OR EXAM DATE.**