



Application Cancellation Request Form

Must be received by the Academy five (5) days prior to a scheduled or cancelled Exam appointment, or by the end of the current exam offering.

Candidates who wish to discontinue the Certification process may submit this form to request a refund of the Exam fee only. **The Academy does not refund fees for cancellation requests received less than 5 days prior to the scheduled exam, or the end of the current exam offering.**

You **must** cancel your Exam appointment, if one was made, prior to submitting this request. Cancellations are permitted by **up to 5 days prior** to your Exam appointment by contacting Prometric directly at 800-853-6769. There is a charge for cancellations made within 29 to 5 days of your Exam appointment. *Refer to the Certification Handbook's Cancellations section.*

This request may only be made by the applicant, regardless of whether the exam fee was paid by the candidate or another party.

Candidate Name (printed): _____

Name of Exam: _____

- I have canceled my exam appointment with Prometric at 800-853-6769.
- I did not schedule an exam appointment.

Candidate Signature: _____ Date: _____

E-mail this form to certification@acrpnet.org, or fax it to 703-254-8102.