



Emergency Exam Cancellation Form

Usually, if a candidate does not cancel his/her scheduled exam appointment at least five (5) days prior to the scheduled date, or does not appear for the exam as scheduled, he/she forfeits all fees. However, if a candidate will be unable to keep their exam appointment due to an emergency situation that arises within less than five (5) days prior or the day of the scheduled exam appointment date, the Academy may consider waiving the forfeited fee.

In order to be considered for such a waiver, the candidate is required to submit the **Emergency Exam Cancellation Form** along with official supporting documentation of the emergency, to the Academy at certification@acrpnet.org. This information should be received by the Academy before the candidate's scheduled exam date, OR as soon as the emergency has passed, but **NO LATER** than seven (7) days after the scheduled exam date.

The following situations will be considered:

- Emergency room visit or hospitalization
- Severe medical condition requiring hospitalization
- Death of an immediate family member (spouse, child/dependent, parent, grandparent, sibling)
- Jury duty
- Call to active military duty

The above situations apply to a spouse, child/dependent, parent, grandparent, or sibling as acceptable absences for severe medical conditions requiring hospitalization. Notification and documentation of the emergency must be submitted by the candidate to the Academy no later than seven (7) calendar days past the scheduled exam date.

Candidate Name: _____

Date of Missed Exam: _____

Reason: _____

Supporting Document Type Attached (e.g. Emergency room release, death certificate):

Email this form and corresponding documentation to the Academy at certification@acrpnet.org or fax to +1.703.254.8102
NO LATER THAN SEVEN (7) DAYS AFTER THE SCHEDULED EXAM DATE.