

Exam Specific Instructions Table for Internet-Based Exams

EXAM	TIME ALLOTTED	PERMITTED MATERIAL	SCORE REPORTS	TESTING WINDOW
American Board of Certification	4 hours	<p>NOTE: Unless otherwise stated below, candidates may <u>NOT</u> have the following items in the exam room:</p> <ul style="list-style-type: none"> • cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials • notes, books, dictionaries, or language dictionaries • book bags or luggage • ipods, mp3 players, headphones, or pagers • calculators (except as expressly permitted by the test sponsor), computers, PDAs, or other electronic devices with one or more memories • personal writing utensils (<i>i.e.</i>, pencils, pens, and highlighters) • watches • food and beverage • hats, hoods, or other headgear <p>Dry-erase boards: Candidates may only use the dry-erase board provided by the proctor. You must collect all dry-erase boards from candidates before dismissing candidates. Please make sure to completely clean off the dry-erase board after the exam.</p> <p>CALCULATORS: If certain calculator models are permitted this information can also be found on the candidate’s confirmation e-mail. A calculator button may appear in PASS for certain exams if the exam sponsor has approved it.</p>	<p>Note: Contact Castle immediately if:</p> <ul style="list-style-type: none"> • a score appears for an exam for which immediate scoring is NOT performed, • a score does NOT appear for an exam for which immediate scoring is performed, • more than the designated number of pages print than what is specified below, and/or • pages containing exam questions and/or content appear. 	<p>Open Scheduling = Testing occurs throughout the year.</p>

for Gastroenterology Nurses (ABCGN) Certified Gastroenterology Nurse (CGRN)			<p>PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such.</p> <p>One (1) page report</p>	
Association of Image Consultants International (AICI) First Level Certification (FLC) Examination	3 hours		<p>Immediate scoring</p> <p>PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such.</p> <p>One (1) page report</p>	Open scheduling
American Council on Exercise (ACE) Personal Trainer (PT)	4 total hours Part 1: multiple choice (3 hours) Part 2: Simulation (1 hour)	<p>NO BREAKS BETWEEN PART ONE AND PART TWO. LOG CANDIDATES INTO THE SIMULATION EXAM AS SOON AS THEY COMPLETE THE MC EXAM.</p> <p>CALCULATORS ARE NOT PERMITTED</p>	<p>Immediate scoring</p> <p>PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such.</p> <p>One (1) page report</p>	Open scheduling
American Council on Exercise (ACE) Group Fitness Instructor (GFI)	3 hours		<p>Immediate scoring</p> <p>PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such.</p> <p>One (1) page report</p>	Open scheduling
American Council on Exercise (ACE) Lifestyle and Weight Management Consultant (LWMC)	3 hours		<p>Immediate scoring</p> <p>PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such.</p> <p>One (1) page report</p>	Open scheduling

American Council on Exercise (ACE) Advanced Health and Fitness Specialist (AHFS)	3 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Associated Locksmiths of America (ALOA) L-00 Certification Exam and a variety of Elective Exams	1 to 4 hours depending on the number of electives taken	Note: Testers may take exams in succession within the specified testing period, proceeding directly from one exam to the next. Login is only required for the first exam.	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open Scheduling
BOC Athletic Trainer Certification Exam for the Board of Certification for the Athletic Trainer (BOC)	4 hours	TECHNICAL REQUIREMENTS: <ul style="list-style-type: none"> • Latest version of Internet Explorer or Firefox • Latest version of Flash 	Scores are mailed at a later date.	February, April, May/June, July/August, November
Board of Laser Safety (BLS) CLSO exam MLSO exam	3 hours	CALCULATORS: Candidates may use simple scientific, non-programmable calculators.	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Building Security Council (BSC) Building Security Council Professional Certification Examination.	3 hours		Scores are mailed at a later date.	Open scheduling
California Council for Interior Design Certification (CCIDC) IDEX California	3 hours		Scores are mailed at a later date.	June and October
Certification Commission of the National Association of Medical Staff Services (CCN-NAMMS)	4 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced,	3 weeks in April, June, and November

CPMSM Exam			scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	
Certification Commission of the National Association of Medical Staff Services (CCN-NAMMS) CPCS Exam	3 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	3 weeks in April, June, and October
Certification Commission for Healthcare Interpreters (CCHI) Associate Healthcare Interpreter (AHI)	2 hours		Scores are mailed at a later date	Open Scheduling
Certified Radiology Administrator (CRA) Exam for the American Healthcare Radiology Administrators (AHRA)	4 hours	Note: Handheld calculators are not allowed	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	May and November
Certified Rehabilitation Registered Nurse (CRRN) exam for the Rehabilitation Nursing Certification Board (RNCB)	3 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	June and December
CSA America Compressed Natural Gas (CNG) Fuel System Inspector Exam	2 hours	CALCULATOR POLICY ANY Basic 4 function Calculator , such as: Aurora HC101X Casio HS-4E Casio SL300-SV8 Canon LS100TS	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such.	Open Scheduling

		Sharp EL233 Sharp EL326SB Sharp EL330MB Texas Instruments TI1503SV	One (1) page report	
CSA America Greenhouse Gas Verifier (GHG-V) Certification Exam (French or English)	3 hours	Testers taking the French version of the exam will be prompted to confirm their selected language upon login. CALCULATOR POLICY ANY Basic 4 function Calculator , such as: Aurora HC101X Casio HS-4E Casio SL300-SV8 Canon LS100TS Sharp EL233 Sharp EL326SB Sharp EL330MB Texas Instruments TI1503SV	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open Scheduling
CSA America GHG Inventory Quantifier (GHG-IQ) Certification Exam (French or English)	4 hours	Testers taking the French version of the exam will be prompted to confirm their selected language upon login. CALCULATOR POLICY ANY Basic 4 function Calculator , such as: Aurora HC101X Casio HS-4E Casio SL300-SV8 Canon LS100TS Sharp EL233 Sharp EL326SB Sharp EL330MB Texas Instruments TI1503SV	Scores are mailed at a later date	Open scheduling
CSA America Certified Medical Device Reprocessing Technician (CMDRT) Exam (French or English)	124 minutes	Testers taking the French version of the exam will be prompted to confirm their selected language upon login. CALCULATOR POLICY ANY Basic 4 function Calculator , such as:	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such.	Open scheduling

		Aurora HC101X Casio HS-4E Casio SL300-SV8 Canon LS100TS Sharp EL233 Sharp EL326SB Sharp EL330MB Texas Instruments TI1503SV	One (1) page report	
Federal Seminars & ChFEBC Chartered Federal Employee Benefits Consultants Exam (ChFEBC Exam)	2 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Frontier School of Midwifery and Family Nursing (FSMFN) Certified Nurse Midwives (CNEP Comprehensive Exam)	4 hours	Note: Retake exam is 2 hours long	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Frontier School of Midwifery and Family Nursing (FSMFN) Family Nurse Practitioner (CFNP Comprehensive Exam)	4 hours	Note: Retake exam is 2 hours long	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Frontier School of Midwifery and Family Nursing (FSMFN) Women's Health Care Nurse Practitioner (CWHCNP Comprehensive Exam)	4 hours	Note: Retake exam is 2 hours long	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such.	Open scheduling

			One (1) page report	
Healthcare Financial Management Association (HFMA) Certified Healthcare Financial Professional (CHFP)	3 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Institute of Business Analysis (IIBA) Certified Business Analysis Professional (CBAP)	3.5 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
International Association of Forensic Nurses (IAFN) Sexual Assault Nurse Examiner exam (SANE-A, SANE-P)	4 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	May and October
ISA CCST Level II exam	4 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Licensing Executives Society (LES) Certified Licensing Professional (CLP) exam	3 hours		Scores are mailed at a later date.	April and October
Medical Representatives Certification Commission (MRCC) Medical Representative	3 hours		Scores are mailed at a later date.	March, July, and October

Certification exam				
National Interpreter Certification (NIC) exam for the Registry of Interpreters for the Deaf (RID)	3 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
National Kitchen and Bath Association (NKBA) Associate Kitchen & Bath Designer (AKBD)	3 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
National Retail Federation Foundation (NRFF) National Professional Certification in Customer Service Exam	90 minutes	CALCULATORS: Candidates may NOT use their own calculators. They may access the calculator from the PASS system.	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
National Retail Federation Foundation (NRFF) National Professional Certification in Sales	90 minutes		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
National Retail Federation Foundation (NRFF) Professional Retail Business Credential	2.5 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling

National Retail Federation Foundation (NRFF) Retail Management	2 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
New York State Education Department (NYSED) Psychoanalyst Exam	3 hours		Scores are mailed at a later date.	Open scheduling
New York State Education Department (NYSED) Creative Arts Therapist Exam	3 hours		Scores are mailed at a later date.	Open scheduling
North Carolina Board of Funeral Service (NCBFS) Examination	2 hours		Scores are mailed at a later date.	Open scheduling
Pilates Method Alliance (PMA) Exam Certified Pilates Method Instructor Examination	3 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Professional Exam for Counselors of Problem Gamblers	3 hours and 30 minutes		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Regulatory Affairs Professional Society (RAPS) Regulatory Affairs Certification (RAC) exam	2 hours		Scores are mailed at a later date	April, May, October, and November
Speech-Language Pathology Assistant Exam for the N.C.	3 hours and 30 minutes		Immediate scoring PLEASE NOTE: When new forms	Open scheduling

Speech, Hearing and Language Association (NCSHLA)			of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	
Tribal Child Welfare Worker Certification Exam for the National Indian Child Welfare Association (NICWA)	4 hours		Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Transportation Professional Certification Board (TPCB) Professional Traffic Operations Engineer (PTOE) Certification Examination	7 hours (6 testing hours plus 1 hour scheduled break. If the candidate chooses not to take the full one-hour break he or she must sign a waiver (Appendix 4). Upon return from break, repeat the check-in process (ID verification and sign-in on the log) and then log the candidate back into PASS and the system will automatically begin the second session	CALCULATORS: Only the following calculator models will be permitted: Casio – All fx-115 models. Any Casio calculator must contain fx-115 in its model name. Hewlett Packard – The HP 33s and HP 35s models, but no others Texas Instruments – All TI-30X and TI-36X models. Any Texas Instruments calculator must contain either TI-30X or TI-36X in its model name.	Scores are mailed at a later date.	March, June, and October
Transportation Professional Certification Board (TPCB) Professional Traffic Planner (PTP) Certification Examination	7 hours (6 testing hours plus 1 hour scheduled break. If the candidate	CALCULATORS: Only the following calculator models will be permitted: Casio – All fx-115 models. Any Casio calculator must contain fx-115 in its model name.	Scores are mailed at a later date.	March, June, and October

	chooses not to take the full one-hour break he or she must sign a waiver (Appendix 4). Upon return from break, repeat the check-in process (ID verification and sign-in on the log) and then log the candidate back into PASS and the system will automatically begin the second session	<p>Hewlett Packard – The HP 33s and HP 35s models, but no others</p> <p>Texas Instruments – All TI-30X and TI-36X models. Any Texas Instruments calculator must contain either TI-30X or TI-36X in its model name.</p>		
Transportation Professional Certification Board (TPCB) Traffic Operations Practitioner Specialist (TOPS) Certification Examination	3 hours	<p>CALCULATORS: Only the following calculator models will be permitted:</p> <p>Casio – All fx-115 models. Any Casio calculator must contain fx-115 in its model name.</p> <p>Hewlett Packard – The HP 33s and HP 35s models, but no others</p> <p>Texas Instruments – All TI-30X and TI-36X models. Any Texas Instruments calculator must contain either TI-30X or TI-36X in its model name.</p>	Scores are mailed at a later date.	March, June, and October
Transportation Professional Certification Board (TPCB) Traffic Signal Operations Specialist (TSOS) Certification Examination	3 hours	<p>CALCULATORS: Only the following calculator models will be permitted:</p> <p>Casio – All fx-115 models. Any Casio calculator must contain fx-115 in its model name.</p> <p>Hewlett Packard – The HP 33s and HP 35s models, but no others</p> <p>Texas Instruments – All TI-30X and TI-36X models. Any Texas Instruments calculator must contain either TI-30X or TI-36X in its model name.</p>	Scores are mailed at a later date.	March, June, and October
Work Readiness Credential (WRC) Exam for the National	Work Readiness	Headphones are needed	Immediate scoring PLEASE NOTE: When new forms	Open scheduling

Work Readiness Council (NWRC)	Reading Test: 45 min. Work Readiness Math Test: 45 min. Work Readiness Active Listening 30 min. Work Readiness SJT 60 min	If any candidates who have not pre-registered to test for the National Work Readiness Credential (WRC) arrive at your site, please inform these candidates that they must contact the NWRC Account Coordinator at Castle Worldwide in order to schedule a testing time. Those candidates should be directed to call Castle at 919-572-6880 or to navigate to www.castleworldwide.com/nwrc for more information on earning the WRC.	of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	
Wound, Ostomy and Continence Nursing Certification Board (WOCNCB) Certified Wound Care Nurse (CWCN ®)	90 minutes	Note: Testers may take exams in succession within the specified testing period, proceeding directly from one exam to the next. Login is only required for the first exam.	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Wound, Ostomy and Continence Nursing Certification Board (WOCNCB) Certified Ostomy Care Nurse (COCN ®)	90 minutes	Note: Testers may take exams in succession within the specified testing period, proceeding directly from one exam to the next. Login is only required for the first exam.	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Wound, Ostomy and Continence Nursing Certification Board (WOCNCB) Certified Continence Care Nurse (CCCN ®)	90 minutes	Note: Testers may take exams in succession within the specified testing period, proceeding directly from one exam to the next. Login is only required for the first exam.	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display a message indicating such. One (1) page report	Open scheduling
Wound, Ostomy and Continence Nursing Certification Board (WOCNCB) Foot Care Nurse (CFCN)	90 minutes	Note: Testers may take exams in succession within the specified testing period, proceeding directly from one exam to the next. Login is only required for the first exam.	Immediate scoring PLEASE NOTE: When new forms of the examination are introduced, scores may be held. If scores are being held, the screen will display	Open scheduling

			a message indicating such. One (1) page report	
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