

Exam Retest Form

Thank you for your interest in pursuing your certification through re-testing. All candidates wishing to retake PHTA certification exams must submit an Exam Retest Form to the PHTA. No retake exam may be scheduled by anyone in the exam process until the candidate has been officially notified of the results of their previously taken exam. No candidate will be allowed to retake an exam until 30 days have passed from their initial test date.

PHTA policies permit you to re-test up to five (5) times within a one-year period of the initial test date. If unsuccessful on the fifth attempt, the candidate must wait until one year has passed since the initial test date before he/she is allowed to reapply to the program and take the exam.

3 Easy Ways to Retest:

1. *Retest at a PSI testing center near you.*
 - Computerized testing provides immediate test results and if needed, a strength and weakness report.
 - Computerized testing is available week days, weekends and most evenings.
 - PHTA will send PSI your email address so that they can set up your account and schedule your exam when it is convenient to you.
 - There is no additional cost as your exam registration fee includes computerized testing.
 - Please note this option offers immediate results and an immediate strengths and weakness report.
2. *Retest at an PHTA national, regional or chapter-sponsored education and testing event as available.*
 - A list of upcoming events can be found on the PHTA page at www.phta.org.
 - Results and strengths and weakness report, if applicable, can be expected in 3-4 weeks.
3. *Test at a day and time convenient for you.*
 - Online, remote proctored testing provides immediate test results and if needed, a strength and weakness report.
 - Online, remote proctored testing is available week days, weekends and most evenings.
 - PHTA will send the testing platform your email address so that they can set up your account and schedule your exam when it is convenient to you.
 - There is an additional fee (\$40) as your exam includes a remote proctor online with you.
 - Please note this option offers immediate results and an immediate strengths and weakness report.

Retesting fee

PHTA fee to retest is \$100, payable to PHTA at the time you submit this form. If you opt to take the exam online remote proctored or at a chapter event, there will be an additional exam proctor fee (\$40).

Complete the form below to initiate the process

First Name	Last Name				Today's Date
Select Exam	CBP	CSP	CST	CMS	CHTT
Original Exam Date	Original Exam Location				
Company Name	PHTA Member #				
Work Address					
City, State, Zip					
Home Address					
City, State, Zip					
Email address (Required)					Daytime Phone

Continued

Select One:

I would like to retest at a PSI Computer Test Center.

I would like to retest at an PHTA sponsored event.

Date of Exam:

Location:

I would like to have my exam remote proctored.

Payment Information (select one):

Check enclosed for \$100, payable to PHTA

Remote Proctor - \$40

Total

Charge my credit card \$100:

VISA

MasterCard

AmEx

Discover

Card Number:

Expiration Date:

Sec. Code:

Name on the card:

Cardholders Signature:

Please return this form with payment to:

PHTA

2111 Eisenhower Avenue, Suite 500

Alexandria, VA 22314

Fax: 703-549-0493 | Email: Education@phta.org