



400 N. Columbus Street, Suite 203, Alexandria, VA 22314

Phone: 703-683-8630 Fax: 703-683-8634 Web: www.nahma.org

Retest Application Form

Please complete the following information. To avoid delays in the processing of your application, please fill out completely. **The retest form process takes 7-10 days to complete prior to requesting the exam voucher.**

I am applying to retake the following examination: (Check One)

- Certified Professional of Occupancy (CPO) \$ 85.00
- Blended Compliance Designation (BCD) \$ 85.00
- Fair Housing 504 Compliance (FHC) \$ 85.00

Retest Fee Covers The Cost Of Exam And Voucher Number

(Please Type or Print Clearly All Information Below)

Name: _____ Phone: _____

Company: _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Please check one of the following:

This is my first re-test: Date of original exam: _____ Date of re-test exam: _____

This is my second re-test: Date of 1st retest exam: _____ Date of re-test exam: _____

Billing Information:

Check in the amount of \$ _____ Check Number: _____

Creditcardpayment: Visa MasterCard AMEX Card
Number: _____ Exp. _____ Date: _____

Signature: _____

Today's Date: _____

Payments Options: Fax Payment: (703) 683-8634

Scan/Email Payment: pwashington@nahma.org

Mail Check: NAHMA, 400 N. Columbus Street, Suite 203, Alexandria, VA 22314

FHC/CPO/BCD Exam Retest Instructions

The FHC/CPO/BCD is a non-proctored online examination.

Please return the completed retest application and write in the date you plan to take your retest exam. The retest application process takes 7-10 days to complete prior to receiving the exam voucher. You must wait 1 month between taking exams. Please use this time to review your failed letter information and course materials for this open book exam.

You will be emailed a retest voucher number and student guide to the email on this form. When you retake the exam be sure to have your course manual and notes ready with the exam (a calculator is supplied and may be used for all of the exams). Follow the student guidelines to enter your exam including going into your Prometric account and using the retest voucher to take your exam.

We strongly suggest that you clear out the cache and make any updates to your device prior to the beginning of the exam to prevent any delays or interruptions with the testing site.

You have 3 weeks to use the voucher once it is assigned.

The exam is timed. The following times are allotted. (Student should select the specific exam). CPO Exam – 4 hours; FHC Exam – 2 hours; BCD Exam – 2 hours.