

# Exam Retake Policy



## Overview:

Individuals who do not pass the exam on the first attempt are eligible for retakes as outlined herein. Exam re-takes are available at University of New Hampshire Technology Transfer Center in Durham New Hampshire and at the New Hampshire Dept. of Environmental Services in Concord, NH. Candidates will be provided required reference materials and may not bring their own reference materials into the exam.

Failure to adhere to this policy may result in revocation of certification by NHDES.

## Exam Retake Policy:

**First Retake:** If a candidate is not able to pass the exam on the first attempt no cooling or waiting is required to attempt the exam for the second time (1<sup>st</sup> retake)

**Second Retake:** If a candidate is not able to pass the second attempt (1<sup>st</sup> retake) a waiting period of 14 days is required prior to attempting the exam for the third time (2<sup>nd</sup> retake)

**Third Retake:** Policy requires candidates who fail the exam for the third time (2<sup>nd</sup> retake) to retake the certification course in its entirety before attempting the exam for the fourth time (3<sup>rd</sup> retake)

**Fourth Retake** If a candidate is not able to pass for the fourth time (3<sup>rd</sup> retake) a waiting period of 14 days is required prior to attempting the exam for the fifth time (4<sup>th</sup> retake)

**Yearly Maximum:** A candidate is not allowed to attempt the examination more than five times in one year and a waiting period of 12 months will be imposed before being allowed to attempt the exam for the sixth time (5<sup>th</sup> retake).