

Once your application and payment have been received by IAHCSMM, processing will typically take 5-7 business days. Information on your exam eligibility period, scheduling your exam, available testing dates and locations, and the testing process will be mailed to the address provided in Section One. Please allow an additional 3-5 business days for this information to be delivered by the US Postal Service. You may also request the information be sent to you electronically by providing your email address(es) as indicated in Section One. Email notifications will be sent within 24 hours of application processing. (Scheduling information cannot be given by phone.) Once you receive your scheduling letter/email, it is your responsibility to schedule your exam.

Please Note: There is a mandatory 6 week waiting period between exam attempts. You may submit a retake application as soon after testing as you wish, but your new eligibility period will not begin until 6 weeks after your last exam date.

SECTION ONE – Applicant Information (To Be Completed By the Applicant)
Please Note: Incomplete or illegible applications can delay processing, clearly print all information

First Name: _____ Last Name(s): _____
(As it appears on your primary government issued photo ID) (As it appears on your primary government issued photo ID)

Street Address: _____ Apt/Floor/Lot/Unit: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ USA or Canada

Current Facility (if employed): _____ IAHCSMM ID# _____
(Leave blank if unknown)

Current Position (circle one): Student Technician Supervisor Manager Educator Other: _____

Home or Cell Phone: (_____) _____ Work Phone: (_____) _____ Ext: _____

Primary/Preferred Email: _____ (Optional) Secondary/Alternate Email: _____ (Optional)

Your exam scheduling information will be mailed to your home address, as listed above, and also emailed, if email is provided above.

SECTION TWO – Payment Information (To Be Completed by the Applicant or Payment Provider)
Please Note: IAHCSMM **cannot** accept purchase orders of any kind; payment **must** be submitted along with this application

The examination fee within the United States & Canada is **\$125 USD**. Payment must be submitted, along with this application, in the form of: Credit/Debit Card (US & Canada), Money Order (US & Canada), or Check (US only.) Payment **cannot** be made by phone.

I am submitting a check or money order, made payable to IAHCSMM, by mail to: 55 West Wacker Dr, Suite 501, Chicago, IL 60601

I am submitting the credit/debit card information below and give permission for my card to be charged \$125 USD:
Fax to: 1-312-440-9474, Scan & Email to: certification@iahcsmm.org, or Mail to: 55 West Wacker Dr, Suite 501, Chicago, IL 60601

Credit/Debit Card Holder's Printed Name: _____

Credit/Debit Card Number: _____ Expiration: _____
(Month/Year)

Credit/Debit Card Holder's Signature: _____ CV2#: _____
(Handwritten Signature Required)

SECTION THREE – Exam Type (To Be Completed by the Applicant)
Please Note: This form is only for use when retaking an exam you have previously applied for in the past 5 years *

Choose Exam Type (circle one): **CRCST** **CIS** **CER** **CHL** **CCSVP**

Please Note: The CRCST's hands-on experience requirements were updated in 2018. As such, if it is your first time reapplying to test since 9/1/2018, then you must submit a full CRCST exam application, with new experience documentation, when you apply to retest (unless you are applying to test provisionally, before completing your experience.) For more information on the updated exam requirements, please see the Certification Handbook.

The 2nd page of this application must also be completed and submitted.
Failure to do so will result in your application being returned to you unprocessed.

SECTION FOUR – Statement of Understanding (To Be Completed By the Applicant)

Please Note: Your signature in this section is mandatory in order to test with IAHCSSM

Statement of Understanding

I hereby apply to take the above indicated exam. By signing below and submitting an exam application and fee, I attest that I have read and understand the IAHCSSM Certification Handbook (available online at IAHCSSM.org) and agree to abide by the certification program's policies and procedures, and adhere to the Association's code of conduct. I agree to inform IAHCSSM, without delay, of any matter that affects my ability to fulfill the certification requirements.

I further certify that the information provided by and about me on this form (and any other subsequent documentation submitted in relation to my certification) is accurate and correct. I understand that the information I provide to IAHCSSM may be audited for verification. I agree to provide any information necessary to verify my experience and authorize IAHCSSM to make any necessary inquiries in this regard. I understand that providing information on this or any document relating to my certification which is determined to be false or purposefully misleading, or in violation of any portion of the Code of Conduct and/or other policies and procedures, may result in disciplinary action, including the possible denial or revocation of certification, as outlined in the disciplinary policy.

Release of Exam Results

I understand that a Pass/Fail notice will be provided on screen at the testing center upon completion of the exam, and that IAHCSSM will only release my full exam results directly to me, in written format, at the home address provided herein. Result reports are not available orally or electronically, and can take up to two weeks to be delivered. Exam results and pass/fail notifications will not be provided to 3rd parties without my prior express written consent. Upon request IAHCSSM will verify an individual's current certification status (including their certification effective and expiration dates) to any inquiring party, but will not release the details of an individual's examination(s), including exam scores and the number of exam attempts.

Use of Personal Information

The information provided to IAHCSSM on this form, and in regard to my certification exam, will be used in accordance of IAHCSSM's Confidentiality Policy, included in the Certification Handbook and available online at IAHCSSM.org. If I request and am granted special testing accommodations IAHCSSM may disclose personal information to third parties as necessary to administer my examination. This may include such information as my disability status, medical condition, or any political, religious, or philosophical beliefs which require accommodation. If IAHCSSM is required by law to disclose confidential information, the individual(s) whose information is released will be notified to the extent permitted by law.

Non-Disclosure Agreement

This examination is confidential and proprietary. It is made available to me, the examinee, solely for the purpose of becoming certified in the technical area referenced in the title of this exam. I am expressly prohibited from recording, copying, reproducing, disclosing, publishing, or transmitting this examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose.

Printed Name: _____ Signature: _____ Date: _____
(Handwritten Signature Required)

IAHCSSM complies with the Americans with Disabilities Act (ADA) and is interested in ensuring that no disabled individual is deprived of the opportunity to take an examination solely by reason of that disability. IAHCSSM will arrange to provide special testing accommodations for those individuals with a condition or disability as defined under the ADA. Accommodations will be provided at a designated testing center at no additional cost to the applicant. IAHCSSM's "Americans with Disabilities Policy Statement" can be found in full at IAHCSSM.org and in the Certification Handbook. If you believe that you qualify for an accommodation pursuant to the ADA, we ask that you contact IAHCSSM to request a Special Accommodations form, to be completed and submitted with your application.