Exam Eligibility Extension Form

If a candidate is unable to sit for an exam within the original 120 calendar day eligibility period, the candidate may request an exam eligibility extension. Any exam appointment must be canceled prior to the form being submitted. The form must be completed at least 10 days prior to the end of the original eligibility period and submitted with the appropriate fee. *(Cannot be used/combined with Second Chance Insurance).*

Once the payment has been processed, the exam eligibility will be extended 60 calendar days from the original 120 days eligibility. **There is a limit of one exam extension per exam application, not to exceed 120 calendar days.**

Name:	Date:
Email Address:	Contact ID Number:
Exam Type:	Exam Appointment Date and Time (If applicable)

Signature:	Date:

Processing Fee: **US$150 Non-refundable**

Payment Information: HR Certification Institute (HRCI) accepts Visa, MasterCard, American Express, money order, certified/cashier's check or organizational check.

********PLEASE DO NOT SEND CASH*******

Credit Card Number | Expiration Date | Credit Card Security Code

Cardholder Name | Cardholder Signature

Billing Address

City | State/Province | Postal Code | Country

Submit to HRCI by:

Email: info@hrci.org

OR

Mail: HR Certification Institute
Exam Eligibility Form
1725 Duke Street, Suite 700
Alexandria, VA 22314
USA