



Certification Application, Examination, and Refund Policy

The UCNS processes applications as they are received. The UCNS reviews all applications to ensure that the application is complete and that the physician has submitted the required items, including the appropriate payment. The application fee covers the cost of processing the application only and cannot be refunded. An application cannot be processed without full payment.

All completed UCNS certification applications, including payment and supporting data, must be postmarked by the application deadline date. Applications that are finalized and payments that are postmarked after the application deadline will not be accepted by the UCNS. Any payments received after the application deadline will be returned to the applicant. Certification examination dates and deadlines are posted on the UCNS website. Only applications submitted on the current application form are accepted.

The UCNS certification fee is comprised of a 40% application fee and a 60% examination fee. The 40% application fee is non-refundable. Applicants who have not been approved to sit for the certification examination will be provided the 60% exam charge as a refund.

Candidate Withdraw

The examination fee may be refunded to candidates withdrawing from the examination, provided that the UCNS Executive Director is notified in writing no less than three months prior to the first date of the date range for the examination. Failure to notify the UCNS in writing no less than three months prior to the first day of the date range for the examination shall result in forfeiture of the examination fee.

Examination Cancellation and Rescheduling

Candidates who are unable to sit for the examination on the date they are scheduled must first contact the testing center no less than 24 hours in advance to reschedule the examination. If the testing center is unable to reschedule the examination date, candidates should then contact the UCNS office to determine the availability of rescheduling opportunities. Candidates may be rescheduled, provided there still is an opening in the testing date range. If there is no other date available, the applicant must sit for the originally scheduled date or forfeit his or her fees.

Cancellation Due to Emergency

Candidates who are unable to sit for their scheduled examination due to an emergency should submit written documentation of the emergency to the UCNS office no later than 30 days after the date of examination. This includes those candidates who are in the final year of the practice track. The UCNS will evaluate the documentation and determine whether the absence was excusable. If the absence is determined excusable, the examination fee shall be refunded and the candidate shall be allowed to apply for the next examination. When applying for the next examination, the candidate shall be responsible for paying the then current examination fee.

Refunds

Applicants requesting consideration for a refund under unique and special circumstances rather than rescheduling an examination must submit their request in writing to the UCNS office. The UCNS will review the request. A notification letter shall be sent to candidates with a determination and refund, if applicable. A refund determination is not subject to appeal. Applicants who have not been approved to sit for the certification examination shall be provided the 60% examination fee as a refund.

Certification Reexamination

Candidates who fail the initial examination may pay a reexamination fee and repeat the examination up to two times during the practice track period; provided, however, that no candidate may take an examination more than three times. Candidates who fail an examination in the final year of the practice track may repeat the examination one additional time when it is next available so long as this does not exceed the three examination maximum. Candidates applying for reexamination must complete a new application form, provide copies of all current medical licenses, and submit supporting letters along with payment of the then current examination fee.