



## **Certification Application and Examination Refund Policy**

The UCNS processes applications as they are received. The UCNS checks 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 and payment postmarked after the application deadline will not be accepted by the UCNS. Those applications and payments will be returned to the applicants. Certification examination dates and deadlines will be posted on the UCNS website. Only applications submitted on the current application form are accepted.

The UCNS certification fee includes a 40% application charge and a 60% exam charge.

The 40% application charge is non-refundable.

Applicants who have not been approved to sit for the certification exam 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 Executive Director is notified in writing no less than three months prior to the first date of the date range for examination. Failure to notify the UCNS in writing no less than three months prior to the first day of the date range for examination will result in forfeiture of examination fees.

Candidates who are unable to sit for the exam on the date they are scheduled must first contact Pearson Vue no less than 24 hours in advance to reschedule the examination. If Pearson Vue 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, they must sit for the originally scheduled date or forfeit their fees.

Candidates who are unable to sit for their scheduled examination due to medical or other emergency should submit documentation of the emergency to the UCNS executive office, in writing, no later than 30 days after the date of examination. The UCNS will then

evaluate the documentation and determine whether the absence was excusable. If the absence is determined excusable, the candidate will be rescheduled for the next examination, and the examination fee will be transferred. Such candidate may be responsible for paying any difference in the examination fee and/or a rescheduling fee.

Applicants requesting consideration for a refund under unique and special circumstances rather than a exam reschedule must submit their request in writing to the UCNS Executive Office. The UCNS will review the request. A notification letter will be sent to candidates with a determination and refund if applicable. A refund determination is not subject to appeal.

### **Certification Reexamination**

Candidates who fail the initial examination may pay a reexamination fee and repeat the examination up to two times in the five years.

A failing score on the initial examination is considered a negative determination. Two negative determinations on the examination will necessitate reapplication (a new application form, copies of all medical licenses, and payment of the current application fee and examination fee). Candidates applying for reexamination need only to complete the brief reexamination application form.