



ISCD Education Department
342 North Main Street
West Hartford, CT 06117-2507
Tel: 860.586.7563
Fax: 860.586.7550
www.ISCD.org



ISCD Certification Exam Remote Testing Policy

The ISCD believes that no candidate should be denied success in becoming certified because of access difficulties or language. To accommodate such difficulties, ISCD allows a candidate to apply to have the ISCD Certification Exam proctored at a remote testing facility. All costs of remote testing must be borne by the candidate.

1. **Remote Testing:** Candidates unable to take the ISCD exam at planned scheduled locations may apply to take the ISCD exam at a ISCD approved testing facility (see suggested facilities below – "Finding a Proctor") **The candidate may not be employed by the facility/organization where he/she tests.** The candidate will be required to submit to the ISCD details of the potential proctoring facility by *application* and, if approved, the exam will be forwarded to the proctoring facility directly by the ISCD. The exam, on completion, must be returned directly to ISCD by the proctoring facility for marking. Such requests *must be made by written application* to the ISCD by the candidate, and all costs of such provisions must be borne by the candidate.
2. **Language:** The ISCD is working to develop translations of ISCD certification exams in major world languages. During the translation development period, provision will be made to accommodate international candidates who require testing in languages other than English. A candidate may have the option of taking the exam with a non-physician/non-technologist translator present. This option may be available in special circumstances to accommodate specific testing needs. The candidate must apply to the ISCD for this option and bear all expenses associated with such testing, including the cost of a personal translator.

To apply for remote testing or exam translation options, complete the "Application Form for ISCD Certification Exam Remote Testing."



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Remote Testing Guidelines

(Not available to Technologists in the U.S.)

Remote Access: Candidates unable to take the ISCD Certification Exam at planned scheduled locations may apply to take the ISCD Certification Exam at a proctored exam facility approved by the ISCD. **Such requests must be made in writing to the ISCD by the candidate and all costs of such provisions must be borne by the candidate.**

Remote Testing Application

- Must be completed and returned to the ISCD office.
- Applications will not be taken over the phone
- Must include Application Fee (non-refundable).
- Must include Certification Exam Fee.
- The requested exam date must be no less than (4) four weeks from the date application is received by the ISCD.
- Applicant will be notified in writing of approval status.
- **Incomplete Remote Testing Applications will returned.**

Exam Fee (Required)

- Covers the cost of the Certification Exam
- Separate from the Remote Testing Application Fee
- Does not include expenses Applicant incurs for proctor or testing site fees.
- Must be accompany the Remote Testing Application and Remote Testing Application Fee.
- Refundable if the ISCD receives a written request no later than seven (7) days prior to the exam date.

US

Clinician - Member	\$300
Clinician - Non-member	\$450
Retest - Member	\$ 75
Retest - Non-member	\$125

(applicable within one year of original test date)

International

All (Clinicians & Technologists)	\$ 30
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Application Fee (Required)

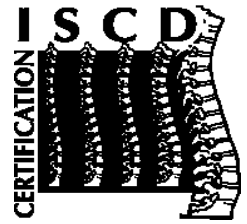
- Covers administrative costs including application processing, phone calls, postage and faxes.
- Does not include Certification Exam fee.
- Non-Refundable
- Does not include expenses applicant incurs for proctor or testing site fees.
- Must be paid with Remote Testing Application.

Application Fee:

US	\$250
International	\$100



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Finding a Facility

Suggestions:

- Sylvan Learning Center
- Kaplan Learning Center
- Prometric
- Community College (with testing center)
- Municipal Testing Center

The candidate may not be employed by the facility/organization where he/she tests.

Proctor Guidelines:

Proctor: *A person who supervises the taking of an examination to ensure exam security.*

The proctor must not be one's employer, co-worker, ISCD faculty, spouse or any individual who may have a vested interest in the outcome of the examination process.

- This is a *written* exam (not electronic)
- Proctor must remain in the room for the *duration* of the exam
 - Technologist Certification Exam – One hour*
 - Clinician Certification Exam – Two hours*
- The proctor will be sent a release form which they will need to sign and return to the ISCD office.
- The Certification Exam will be sent to the proctor via FedEx approximately one week prior to the exam. Detailed instructions for proctoring the exam will be included together with a return FedEx envelope.



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Application Form for ISCD Certification Exam Remote Testing

(Not available to US Technologists)

(All information is required. Incomplete applications will be returned unprocessed.)

Please Print

Given/First Name: _____ Family/Last Name: _____

Address: _____

City: _____ State: _____ Zip code: _____ Country: _____

Business Phone: _____ Fax: _____ E-mail: _____

Reason for request (circle): Language Testing site access Other (explain below)

Requested Remote Test Date/Time: _____

Name and title of suggested testing proctor: _____

Name of suggested testing facility: _____

Address: _____

City: _____ State: _____ Zip code: _____ Country: _____

Phone: _____ Fax: _____ **E-mail:** _____

(must include)

In addition to the ISCD Certification Exam Registration fee and Remote Testing Application fee, I understand that I am responsible for all costs (i.e., proctor and/or facility fee, translator) associated with the remote testing process. I also understand that if I am unable to take the exam on the approved date or at the approved facility, this approval is considered null and void and the approval process must be repeated. The application fee is non-refundable

Signature: _____ Date: _____

Fax or Mail this Form to:

ISCD Education Department
342 North Main Street
West Hartford, CT 06117-2507
Phone: 860.586.7563

Fax : 860.586.7550
E-mail: name@iscd.org

Allow 4 weeks to process your request.



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ISCD Certification Remote Exam and Application Fees

- Exam fee and application fee must be included with Approval for ISCD Certification Exam Remote Testing to be considered for approval.
- Applications received without exam fee and application fee will be returned unprocessed.
- Application fee(s) are non-refundable and non-transferable.
- ISCD allows 3 weeks from the date of receipt to process this application.

APPLICATION FEE (Required)

Application Fee (CCD US)	\$250
Application Fee (All International)	\$100

EXAM FEE (Required)

Does not include syllabus

US	
Clinician - Member	\$300
Clinician – Non-member	\$450
Clinician – Retest Member	\$ 75
Clinician – Retest Non-member	\$125
International	
All International (Clinicians & Technologists)	\$30

SYLLABUS (Optional)

Available for purchase in the Bone Yard

<http://www.iscd.org/Visitors/publications/boneyard.cfm?fromhighlights=2>

Enclosed Payment

Exam Fee – required (from above)	
Application Fee – required (from above)	
Total Enclosed	

Payment:

Check (Payable to ISCD in U.S. dollars drawn on a U.S. bank)

Credit Card: VISA MasterCard American Express

Card Number: _____ Exp. Date: ____ / ____ / ____

Card Holder Name (print): _____

Signature: _____