

Online Exam Scheduling and Cancellation Policy

Scheduling: Upon scheduling your online exam, you must submit an online exam application including the notarized citizenship verification form (*Utah Department of Environmental Quality Certification Pursuant to UCA 63G-12-104*). You will also need to submit payment of \$150 per exam. Proctors will not be scheduled until the \$150 payment and online exam application are received. In order to allow time for processing, the exam application and payment must be received in the RWAU office at least 2 business days prior to the desired exam date.

Deferral (Re-Schedule): One deferral is allowed per exam fee. Therefore, should an online exam be deferred or rescheduled one time, additional payment is not required. Should the online exam be deferred or rescheduled a second time, an additional \$30 administrative fee will be required before re-scheduling. For your protection, applications are not retained in our office therefore you might be required to submit a new application when rescheduling. If test is not rescheduled within one year of deferral, both the \$30 administrative fee as well as the \$120 exam fee will be forfeited.

Cancellation: In the event an online exam is cancelled, the exam fee will be forfeited.