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ACSR Retest Information for IIAV Students

We are confident that you will be successful in passing the exam. Please return both the exam booklet and answer sheet to the instructor. Within two weeks your exam will be graded and a letter sent to you with your grade. Please allow two weeks for your exam to reach us and for the exam to be graded before contacting us. Good Luck- if this is a retake please continue reading the important message below.

If you are attending the class for the second time we need to order a special retake exam for you. Please do not take the test that the first time exam students are taking. If you do it will not be graded by the American Institute.

For the retake tests, however, there is a **\$45 ACSR retest fee.** You must follow the registration instructions below for the retests and pay for the test in advance. The exam will be shipped to your supervisor at the agency/company.

If you don't pass by the third attempt, we will require that you repeat the class before you try again.

If the procedures above are not followed, there will not be a retake test available for you. Unfortunately, due to the strict rules about testing for this national designation, there are **no exceptions** to this policy.

Name		ACSR retake exam for which you are registering:		
Agency/Company	Company Street Address (sorry, no P.O. boxes)	City	State	Zip
Phone	Fax	Name of Proctor at Agency		

Payment Method	<input type="checkbox"/> Check (payable to IIAV)	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	Exp. Date	V-Code
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Please submit by fax: (804) 747-6557
Or by mail: IIAV Education Department • 8600 Mayland Drive • Richmond, VA 23294