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About the RIMS-CRMP Certification Program

Introduction
Thank you for your interest in the RIMS Certified Risk Management Professional (RIMS-CRMP) examination administered by RIMS, the risk management society™. As the preeminent organization dedicated to advancing the practice of risk management, RIMS is a global not-for-profit organization representing more than 3,500 industrial, service, nonprofit, charitable and government entities throughout the world. Founded in 1950, RIMS brings networking, professional development and education opportunities to its membership of more than 10,000 risk management professionals who are located in more than 60 countries.

This handbook contains the application requirements, procedures, and eligibility to sit for the RIMS-CRMP certification examination. The policies that oversee the certification process are also included.

The RIMS-CRMP Certification

The Mission of the RIMS-Certified Risk Management Professional (RIMS-CRMP) certification program is to advance risk management from a discipline to a recognized profession that can be relied upon by the public by defining and reinforcing the professional capabilities and competencies needed by organizations of current and next generation risk management practitioners.

The RIMS-CRMP certification defines the highest achievement of risk management competencies for the risk management professional. Individuals who earn the RIMS-CRMP have demonstrated their knowledge and competency in the area of risk management, and are dedicated to upholding high standards of ethical and professional conduct. It represents the standard of education, experience and integrity that the discipline requires. Individuals who earn and retain the RIMS-CRMP certification are required to pass a rigorous exam, uphold an established Code of Ethics and meet certification maintenance requirements. Typically RIMS-CRMPs have expertise in risk management and have chosen to supplement their existing professional knowledge by earning the RIMS-CRMP certification.

RIMS-CRMPs may use the credential to establish credibility within their organization and among risk management professionals. Adding the RIMS-CRMP certification to your professional profile verifies that you have achieved the level of expertise, education and experience required to successfully manage risk and create value for your organization.

Scope of the RIMS-CRMP Certification

The scope of the RIMS-CRMP is as follows:
A risk management professional is a partner who supports the organization to leverage the opportunities and uncertainties associated with its goals and objectives. They lead the development and implementation of risk management practices that enable the organization to make risk-effective decisions that create and sustain value.

The RIMS-CRMP Certification Commission

The RIMS-CRMP Certification is governed by the Certification Commission. The Commission is an independently appointed authority whose charge is governance of the certification process and related certification decisions. The charge includes oversight of the certification program, promotion of certification within the risk management profession and maintaining independent functions that are separate from other RIMS units such as membership and other entities. This practice assures that all certification decisions and practices are made in accordance with certification program requirements and are not linked to other RIMS programs or membership requirements.

The Certification Commission operates independently to establish and uphold high standards of competence for RIMS-CRMPs and to evaluate RIMS-CRMPs against those standards.

The purpose of the Certification Commission is to:
1. Establish and implement policies and procedures that guide certification decisions, including the granting, maintaining, recertifying, altering the scope of the certification, and suspending or withdrawing the certification;
2. Review and impose sanctions on RIMS-CRMPs found in violation of the RIMS-CRMP Code of Ethics;
3. Develop and maintain a valid, reliable, and legally defensible assessment;
4. Assure the trust of the public is served through the certification program;
5. Acquire, develop, disseminate, and preserve data and other valuable information that informs the RIMS-CRMP Certification Program;
6. Represent and include the interests of interested parties and stakeholders affected by the RIMS-CRMP Certification.
RIMS-CRMP Eligibility Requirements

All applicants for the RIMS-CRMP certification must meet these requirements:

1. **Degree Requirement**
   - Bachelor's degree or higher (or global equivalent) in risk management with 1 year full-time work experience (or full-time equivalence) in risk management (*definition of risk management experience).
   - Note: degrees must be obtained from accredited or equivalent schools of higher education. Internships count toward risk management experience.
   - OR
   - Bachelor's degree (or global equivalent) with 3 years full-time work experience (or full-time equivalence) in risk management (*definition of risk management experience).
   - Note: degrees must be obtained from accredited or equivalent schools of higher education.

2. **Non-Degree Requirement**
   - 7 years risk management experience*. Possessing the Associate in Risk Management (ARM) or Canadian Risk Management (CRM) designation counts towards two years of risk management experience.
   - *Risk Management Experience is occupational experience that leverages the opportunities and uncertainties associated with an organization's goals and objectives. This includes implementing, developing or leading the risk management practices that enable an organization to make risk-effective decisions that create and sustain value.

Applicants must also submit a completed application which can be found under the Application section of the RIMS-CRMP website.

The RIMS-CRMP certification examination is offered 4 times a year, and each test window is open for approximately 60 days. Candidates will receive notification of eligibility to take the exam that will contain an authorization to test within 6 months. The exam must be taken within the 6 month timeframe for which they are authorized or the examination fee will be forfeited and the candidate will be required to reapply as a new applicant.

The Fee Schedule is attached in Appendix G.

**Definitions**

- **Applicant:** An individual who has submitted the Application for RIMS-CRMP Certification
- **Candidate:** An individual who meets the eligibility requirements for RIMS-CRMP Certification.
- **Certified Individual:** An individual who has earned and maintained the RIMS-CRMP Certification and is authorized to use the (RIMS-CRMP) ® mark.

A complete list of definitions is attached in Appendix A.

**Eligibility Appeals**

If an applicant is notified that they do not meet the eligibility requirements to sit for the exam, the applicant may appeal the decision to the Commission. Requests for an appeal must be made no later than 30 calendar days after the applicant is denied. The candidate must complete a RIMS-CRMP Certification Appeals Form and submit to the RIMS-CRMP Certification Department within those 30 calendar days to RIMS-CRMP@RIMS.org.

The Commission will review the candidate’s information and make a final decision regarding eligibility. The eligibility appeal will be reviewed within 60 calendar days of receipt of the request for appeal and written notice of the final decision will be sent to the candidate within 30 calendar days of the review. The decision of the Commission on the Appeal is final.

The Appeals form is attached in Appendix B.

**Application**

The application for RIMS-CRMP is available on the Application section of the RIMS-CRMP web site at www.rims.org/certification. Candidates may also request a copy by contacting the RIMS-CRMP Certification Department at RIMS-CRMP@RIMS.org

Electronic signatures will be accepted on the application. In compliance with federal “E-SIGN” legislation, the RIMS-CRMP Certification Department will securely store all online applications, renewal and recertification applications.

All candidates will be notified within 15 business days via email once their application for the RIMS-CRMP certification program has been processed and approved. The email will include detailed directions for how to register for the RIMS-CRMP examination.
Preparing for the Examination

The RIMS-CRMP examination is a computer based, multiple-choice, closed book examination that is proctored. Candidates have 2 hours to complete the examination.

The RIMS-CRMP examination was developed in accordance with best practices in test development and measurement. Working with experts in the development of certification examinations, the resulting RIMS-CRMP certification examination is reliable and valid. To validate the examination, measurement specialists worked with the RIMS-CRMP staff, and a committee of RIMS-CRMP Subject Matter Experts (SMEs) to design and conduct a job task analysis study. That analysis resulted in the development of a standardized examination content outline that included the expertise of RIMS-CRMP SMEs. RIMS-CRMP SMEs were also called upon to write, review, edit, and approve examination questions under the guidance of experts in testing and measurement.

Candidates are encouraged to prepare for the RIMS-CRMP examination by reviewing the RIMS-CRMP Examination Blueprint located in this handbook. For another copy of the examination blueprint, visit the RIMS-CRMP Certification website. Candidates may also choose professional courses, college/university courses or self-study methods to prepare for the examination. RIMS certification department cannot recommend or endorse any courses or curriculum in preparation of the exam.

A list of suggested reference materials is included in Appendix C.

Certification Commission Position on Training and Education

Please note that the Certification Commission does not require applicants to take prescribed training or education programs from any company or organization. The Commission does not recommend or endorse any training or education programs as preparation for the certification examination, nor does it accredit or endorse any source of education as a guarantee of success on the RIMS-CRMP certification examination. Certification is awarded solely on the basis of an individual’s ability to meet the certification requirements.

Studying for the Exam

The RIMS-CRMP certification represents knowledge about risk management that is available from a wide range of sources, some of which are listed below. The RIMS-CRMP Certification Department does not guarantee that the resources it provides, or those of any other entity, will ensure passing the RIMS-CRMP examination. The RIMS-CRMP Certification Department does not require candidates to purchase any of its resources as a condition of qualifying for the examination or awarding the RIMS-CRMP certification. Visit the Exam Resources section of the RIMS-CRMP website for a list of recommended reading material.

The important topics that candidates should study to successfully prepare for the RIMS-CRMP examination are listed in the Examination Content Outline (see below). Candidates are strongly encouraged to carefully review the Examination Content Outline to identify any topic areas that may require extra review and study.

Candidates should decide what they want to read and study based on their current experience and knowledge about risk management to determine how much preparation is required for each topic area of the examination. Consider the following questions in order to determine how you should study:

• What area has the greatest number of test questions?
• What area will require the most prep time?
• What are your stronger areas? Concentrate on the areas on which you are least familiar.

A list of suggested reference materials is included in Appendix C.
Examination Content

Examination Blueprint Matrix

This exam matrix is provided to illustrate the general distribution of questions and the relative weight or emphasis given to a skill or content area on the examination. A successful Risk Management practitioner should have experience and a fundamental understanding of these 5 broad topic areas. For a more specific breakdown of topics, refer to the Final Examination Content Outline.

Final Examination Blueprint Matrix

<table>
<thead>
<tr>
<th>Examination Blueprint Matrix</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Analyzing the Business Model</td>
<td>15%</td>
</tr>
<tr>
<td>B. Designing Organizational Risk Strategies</td>
<td>17%</td>
</tr>
<tr>
<td>C. Implementing Risk Process</td>
<td>35%</td>
</tr>
<tr>
<td>D. Developing Organizational Risk Competency</td>
<td>16%</td>
</tr>
<tr>
<td>E. Supporting Decision Making</td>
<td>17%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
RIMS-CRMP Examination Content Outline

The task list below describes the activities which a RIMS-Certified Risk Management Professional is expected to perform on the job. All examination questions are linked to these tasks.

**Final Examination Content Outline**

<table>
<thead>
<tr>
<th>Duty and Task</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Analyzing the Business Model</strong></td>
<td>15%</td>
</tr>
<tr>
<td>A.1 Obtain internal organization information</td>
<td>3%</td>
</tr>
<tr>
<td>A.2 Obtain external information about organization</td>
<td>1%</td>
</tr>
<tr>
<td>A.3 Consolidate organizational information</td>
<td>2%</td>
</tr>
<tr>
<td>A.4 Analyze operations of the organization/due diligence</td>
<td>3%</td>
</tr>
<tr>
<td>A.5 Conduct benchmarking</td>
<td>1%</td>
</tr>
<tr>
<td>A.6 Describe and/or understand organization's value chain</td>
<td>3%</td>
</tr>
<tr>
<td>A.7 Identify organizational uncertainties</td>
<td>2%</td>
</tr>
<tr>
<td><strong>B. Designing Organizational Risk Strategies</strong></td>
<td>17%</td>
</tr>
<tr>
<td>B.1 Develop risk strategy approach</td>
<td>3%</td>
</tr>
<tr>
<td>B.2 Define organizational risk competency capabilities</td>
<td>2%</td>
</tr>
<tr>
<td>B.3 Define success measures</td>
<td>2%</td>
</tr>
<tr>
<td>B.4 Design risk governance</td>
<td>2%</td>
</tr>
<tr>
<td>B.5 Design implementation plan</td>
<td>2%</td>
</tr>
<tr>
<td>B.6 Develop risk communication strategy</td>
<td>3%</td>
</tr>
<tr>
<td>B.7 Obtain organizational support for risk strategy</td>
<td>3%</td>
</tr>
<tr>
<td><strong>C. Implementing Risk Process</strong></td>
<td>35%</td>
</tr>
<tr>
<td>C.1 Identify risks</td>
<td>6%</td>
</tr>
<tr>
<td>C.2 Analyze identified risk</td>
<td>6%</td>
</tr>
<tr>
<td>C.3 Evaluate risk</td>
<td>6%</td>
</tr>
<tr>
<td>C.4 Consult and create risk solutions</td>
<td>6%</td>
</tr>
<tr>
<td>C.5 Monitor risk</td>
<td>5%</td>
</tr>
<tr>
<td>C.6 Advise on risk management (e.g., strategic, enterprise, operational, business area, business initiatives)</td>
<td>6%</td>
</tr>
<tr>
<td><strong>D. Developing Organizational Risk Competency</strong></td>
<td>16%</td>
</tr>
<tr>
<td>D.1 Deliver risk training</td>
<td>3%</td>
</tr>
<tr>
<td>D.2 Engage organization's risk network (e.g., safety, security, business continuity, internal audit)</td>
<td>3%</td>
</tr>
<tr>
<td>D.3 Coach organization on the risk process and techniques</td>
<td>3%</td>
</tr>
<tr>
<td>D.4 Continuously improve risk management process</td>
<td>3%</td>
</tr>
<tr>
<td>D.5 Integrate risk management into day-to-day operations</td>
<td>4%</td>
</tr>
<tr>
<td><strong>E. Supporting Decision Making</strong></td>
<td>17%</td>
</tr>
<tr>
<td>E.1 Influence risk-based decision making</td>
<td>8%</td>
</tr>
<tr>
<td>E.2 Facilitate risk discussions</td>
<td>9%</td>
</tr>
</tbody>
</table>
Scheduling the Examination

Scheduling

All candidates will receive an email from the RIMS-CRMP Certification Department with detailed instructions for scheduling the examination at a Pearson VUE testing center. Candidates will have the opportunity to schedule their examination either online or by telephone. The RIMS-CRMP Certification Department and Pearson VUE Test Center will send an email to candidates with a complete list of examination registration instructions. The candidate should contact the RIMS-CRMP Certification Department immediately if they do not receive the emailed instructions.

Testing Window Information

<table>
<thead>
<tr>
<th>Exam Window Start</th>
<th>Exam Window End</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/15/2018</td>
<td>12/15/2018</td>
</tr>
<tr>
<td>01/15/2019</td>
<td>03/15/2019</td>
</tr>
<tr>
<td>04/15/2019</td>
<td>06/15/2019</td>
</tr>
<tr>
<td>07/15/2019</td>
<td>09/15/2019</td>
</tr>
</tbody>
</table>

Availability of Computer Based Testing (CBT) sites

The RIMS-CRMP Certification Department makes it possible for candidates to sit for the RIMS-CRMP certification examination at a date and time that is convenient for them. Candidates may schedule their RIMS-CRMP certification examination at any convenient date and time within their eligibility period. Candidates must schedule their exam at least 24 hours in advance, but may schedule up to 60 calendar days before their desired examination date for the best selection of dates, times, and testing locations.

Note that because Pearson VUE testing centers have limited availability, especially during prime testing periods, it is recommended that the candidate schedule their exam early in order to increase the likelihood of receiving their first choice of date, time, and location. Appointments will be made on a first-come, first-served basis, according to availability of testing stations. Neither RIMS nor the RIMS-CRMP Certification Department is responsible for test center availability.

If the candidate fails to schedule their examination within their eligibility period, he or she will be subject to an examination extension fee. Neither the RIMS-CRMP Certification Department nor Pearson VUE is responsible if the candidate does not schedule an appointment before their eligibility expires. A fee schedule is posted on the RIMS-CRMP certification website.

Testing centers can be located by visiting the Pearson VUE website and clicking “For test takers.”

No Show policy

Once the CBT examination appointment is scheduled, the candidate will be permitted to make changes to the appointment such as location, rescheduling or cancellation. All changes are made through the PearsonVue.com website.

Candidates may cancel a scheduled exam (by phone or online) without penalty up to 24 hours before their appointment. Candidates who do not give 24 hours notice of cancellation or who do not show up for the exam appointment will be considered a no show. Candidates who show up late and are not admitted, fail to present adequate identification, or refuse to sign the nondisclosure agreement will not be allowed to take the test and will be considered a no show.

Candidates who are considered no shows forfeit the full examination fee. Should no show candidates wish to register for the examination again, they will be required to pay an additional examination (no show) fee. A fee schedule is attached in Appendix G or you may view it on the Fees section of the RIMS-CRMP website.
Taking the Examination

All RIMS-CRMP candidates must have prior authorization from the RIMS-CRMP Certification Department to take the examination. The candidate must present two forms of ID to the examination proctor and meet all other test security requirements at the examination location (a list of acceptable forms of identification is below). Additional details on taking the examination are provided to candidates in the email they receive from the RIMS-CRMP Certification Department once their application is approved.

If candidates experience problems that affect their ability to take the examination, they must notify the test administrator at the testing site immediately.

Test administrators cannot answer any questions about test items or content of the examination. However, if candidates have a procedural question, the testing staff will do their best to assist them.

If during the examination the candidate has questions or concerns about a test item, they may leave a comment by clicking the “comment” button on the computer screen. All examination questions are copyrighted property of RIMS. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject the candidate to severe civil and criminal penalties and actions by the RIMS organization.

The Test Administrator will keep the official time and ensure that candidates are given the allotted time of 2 hours for the examination. If a candidate leaves the room to take a restroom break the examination time will not stop. **Candidates are not permitted to leave the examination area to go to their cars, to speak to anyone, or make personal calls.**

The Test Administrator may dismiss a candidate from the examination for any of the following reasons:

- If the candidate’s admission to the examination is unauthorized.
- If a candidate creates a disturbance or gives or receives help.
- If a candidate attempts to remove examination materials or notes from the testing room.
- If a candidate attempts to take the examination for someone else.
- If a candidate has in his or her possession any prohibited item.
- If a candidate exhibits behavior consistent with memorization or copying of examination items.

Authorization to Test

You are strongly urged to schedule your test as soon as convenient after your application is approved. You will receive an “Authorization to Test” via email. This authorization will contain the dates of the test windows and timeframe that you must test. Your authorization will be valid a specified amount of time; if you do not test within your original authorization, you have the opportunity to request an extension for the next available test window for an additional fee.

If you do not request an extension at least 24 hours prior to your examination date, you will need to reapply and pay a new examination fee.

Please refer to the Fee Schedule on the RIMS-CRMP website. A fee schedule is attached in Appendix G.

Examination Security Procedures

Candidates who are taking the RIMS-CRMP examination at a Pearson VUE testing center will be required to provide two forms of valid ID. A primary ID must contain a photo and signature, and one secondary ID with a signature.

<table>
<thead>
<tr>
<th>Primary</th>
<th>The following IDs meet the primary ID requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Government-issued driver’s license</td>
</tr>
<tr>
<td></td>
<td>• State/national identification card</td>
</tr>
<tr>
<td></td>
<td>• Passport*</td>
</tr>
<tr>
<td></td>
<td>• Military ID*</td>
</tr>
<tr>
<td></td>
<td>* The primary ID must contain a photo and signature unless the signature is embedded in the identification. When this occurs, candidate must present another form of signature identification from the primary or secondary list.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary</th>
<th>The following IDs meet the secondary ID requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any ID on the primary list OR Social Security card</td>
</tr>
<tr>
<td></td>
<td>Credit/bank ATM card (signature required).</td>
</tr>
</tbody>
</table>
Biometrics
Some Pearson VUE testing centers (those designated as Pearson Professional Centers [PPC] and some designated as Select Pearson VUE Testing Centers [PVTC]) may require biometric identification using palm vein capture technology. Palm vein recognition examines the unique patterns in a candidate’s palm veins using a safe, near-infrared light source like that in a TV remote control. All centers require electronic signature and a digital photo.

Erasable note board
Standard procedure is that the candidate receives one erasable note board to use as scratch paper during the examination.

Personal items
Candidates are not allowed to bring personal items into the testing room. Consideration is made for comfort items (such as a pillow, crutches, and tissues), which the testing center administrator must inspect. A designated area will be provided in the testing environment for all personal belongings, but neither Pearson VUE nor the RIMS-CRMP Certification Department is responsible for any personal belongs left in the area before, during or after the examination.

After the Examination

Examination Results
Candidates will be provided with a printed report of their results at the completion of their examination. Candidates will also be sent a copy of their results. All results are designated as Pass/Fail.

Candidates who failed the examination will be provided a diagnostic analysis of their relative strengths and weaknesses by content area, along with their examination results. Diagnostic analysis is not provided onsite. It will be sent in a follow up email.

Candidates who have successfully passed the examination will be notified of their certification status by the RIMS-CRMP Certification Department. Those who have passed the examination and met all other eligibility requirements will receive a RIMS-CRMP Welcome Packet that includes a RIMS-CRMP certificate and other business and communication items. The individual may then use the RIMS-CRMP initials after their name, and use the RIMS-CRMP mark as allowed by the RIMS-CRMP Code of Ethics and the policies of the RIMS-CRMP Certification Commission.

Disputed Results
The RIMS-CRMP Certification Department employs a rigorous process to ensure that no errors occur in the scoring of exams, including a quality control scoring audit and statistical analysis of all questions. Due to the accuracy of electronically scored exams, changes as a result of rescoring are highly unlikely. However, a candidate may request a hand-score of his or her exam by completing and submitting the Application to Hand Grade Answer Sheet (included in Appendix D) with the requisite fee. Please contact the RIMS-CRMP Certification Department at RIMS-CRMP@RIMS.org or refer to the website for the fee schedule. All such requests must be sent to the RIMS-CRMP Certification Department within 90 days of the test date, as directed in the application included in this handbook. Applications received after 90 calendar days from the original examination date will be returned to the candidate.

Retests
Candidates who fail the exam may retake it and must pay the retest fee each time. Candidates who fail may retake the exam an additional one-time within the original test window. Candidates who fail on the second attempt may take the exam a third time and must do so within the next scheduled test window. After the third failure, the candidate will be required to sit out a period of two windows and reapply as a new candidate and pay all applicable fees.
Maintenance of Certification and Recertification Requirements

The RIMS-CRMP recertification program was developed to ensure the continuing commitment of RIMS-CRMPs to the credential and to ensure that RIMS-CRMPs’ continued competence is enhanced by the process. Recertification is a vital part of the RIMS-CRMP credentialing program. The requirements for recertification, and the means by which RIMS-CRMPs demonstrate compliance with the recertification requirements, are based on the philosophy of continued competence through recertification. As such, specific recertification requirements have been established.

Recertification fees of are due at the time of submission of the recertification application and must be paid in full. The fee schedule is as follows:

- Members: $150
- Non-Members: $300

Recertification Cycle

Recertification cycles are two years in length. This means that every RIMS-CRMP holder must complete the 50 recertification points within the designated two years. Recertification Activities must occur during the valid two year recertification period. Professional Development activities are not retroactive.

Applicants who have passed the RIMS-CRMP exam are considered to have active credentials on the date they receive an official welcome letter and certificate from the RIMS-CRMP certification department.

The designated two year cycle begins the day certification credentials become active and ends the last of day of the certification month two years later. Credits applied toward meeting the recertification requirements must be completed during the certification cycle. Credits may not be carried over from one certification cycle to the next.

Recertification

The RIMS-CRMP recertification process was developed to ensure the ongoing commitment of RIMS-CRMPs to the certification and to enable credential holders to continually enhance professional education and competence through an ongoing recertification cycle. Recertification is a vital part of the RIMS-CRMP credentialing program and is designed to ensure that RIMS-CRMPs expand their technical knowledge of risk management and all related practices. Recertification is required every two years from the last day of the month of certification.

RIMS-CRMPs are required to earn 50 RIMS-CRMP recertification points within a two year period and must agree to abide by and uphold the Code of Ethics. Failure to comply with recertification requirements will result in the expiration of certification and removal of the RIMS-CRMP credential.

Fifty (50) points must be earned within the recertification cycle, with 1 point = 1 hour of activity. Alignment with the competency requirements was determined.
Of the fifty points (50), thirty-five (35) must be obtained in Continuing Education. Continuing education may include the following options:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points/Metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at a conference, workshop, seminar that is dedicated to advancing risk management technical knowledge*</td>
<td>1pt/ session hour; 1 session hour = 60 minutes</td>
</tr>
<tr>
<td>Attendance at a formal meeting of an external organization that contains educational risk management technical knowledge*</td>
<td>1pt/ session hour; 1 session hour = 60 minutes</td>
</tr>
<tr>
<td>Speak or present at a conference, workshop, lecture or seminar on risk management technical knowledge*</td>
<td>2pt/ session hour</td>
</tr>
<tr>
<td>Speak or present at a CE approved conference, workshop, lecture or seminar on risk management technical knowledge*</td>
<td>3pt/ session hour</td>
</tr>
<tr>
<td>Develop a company-supported educational workshop or seminar on risk management technical knowledge*</td>
<td>5pt/ session hour</td>
</tr>
<tr>
<td>Manage or participate in the installation or implementation (or audit) of an ERM program. Modifications or revisions of the ERM program are not accepted under this requirement.</td>
<td>10 pts/ per program</td>
</tr>
<tr>
<td>Successful completion of a post-secondary accredited institution 3 credit course focused on risk management technical knowledge*</td>
<td>15 pts/credit (per course completed)</td>
</tr>
<tr>
<td>Participation in the Spencer Risk Manager in Residence Program</td>
<td>15 pts (limit 1 per certification period)</td>
</tr>
<tr>
<td>Teaching a risk management course at a post-secondary accredited institution</td>
<td>10 pts per credit hour; maximum 30 points per certification period</td>
</tr>
<tr>
<td>Earning or maintaining an industry related certification that is accredited by ISO/IEC 17024, or the NCCA, or has eligibility requirements, a criterion-referenced exam, and recertification requirements OR earn or maintain a related professional license.</td>
<td>5 points total</td>
</tr>
</tbody>
</table>

Of the fifty points (50), thirty-five (35) must be obtained in Continuing Education. Continuing education may include the following options:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points/Metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoring Publications: Content must include risk management technical knowledge</td>
<td>1 textbook = 15 points if written during the certification cycle</td>
</tr>
<tr>
<td></td>
<td>1 published article = 5 points (certified person is sole author)</td>
</tr>
<tr>
<td></td>
<td>1 point per contribution; up to 5 points awarded for industry video-blogs, blogs or contributions to newsletter articles or published interviews</td>
</tr>
<tr>
<td>Standards Development</td>
<td>15 points; must be involved in the development in a standards committee or Commission.</td>
</tr>
<tr>
<td>Leadership: Maximum 5 points awarded per recertification cycle</td>
<td>1 point per year of participation: participating in a leadership position on a risk management technical knowledge governing body at the international, national, regional, local or chapter level, with full participation. Must include involvement in special projects such as strategic planning, governance, conflict resolution, positioning organizations strategically, etc.</td>
</tr>
<tr>
<td>Certification Activities:</td>
<td>Service restricted to JTA meetings, item-writing and review, passing score study meeting.</td>
</tr>
<tr>
<td>5 points per year of service</td>
<td></td>
</tr>
</tbody>
</table>

* Risk management technical knowledge includes but is not limited to:

- Actuarial
- Business continuity and crisis management
- Business ethics
- Captive operations
- Claims management
- Compliance management
- Emergency response/management
- Environmental management
- Enterprise risk management
- Financial risk management
- Healthcare risk management
- Information technology risk management
- Information (cyber) security risk management
- Insurance management
- Operational risk management
- Privacy management
- Project risk management
- Quality management
- Risk assurance management
- Safety and loss control management
- Security management
- Strategic risk management
- Supply chain risk management
- Compliance management
Denial of Recertification

Any applicant who does not meet the recertification requirements must be notified that their recertification has been denied within 15 business days of the denial. The reasons for the denial shall be indicated.

Appeal of Denial of Recertification

Applicants who are denied recertification may request reconsideration of the decision by making an Appeal to the Commission. Requests for an appeal must be made no later than 30 business days after the applicant is denied. Within 60 business days of the receipt of the written appeal, the Commission must conclude its deliberations and promptly notify the applicant of the decision. The decision of the Commission on the appeal is final.

The Appeals Form is attached in Appendix B.

Auditing Recertification Applications

The Certification Department maintains the right to perform a random audit of RIMS-CRMPs to verify that they meet the RIMS-CRMP recertification requirements. RIMS will audit a minimum of 10% of recertification applications. The purpose of the audit is to maintain the integrity and credibility of the RIMS-CRMP process and the RIMS-CRMP certification. If audited, RIMS-CRMPs must comply or their certification may be revoked. The certified person will not be permitted to appeal this decision.

Issuing Certificates

A certificate with the dates of renewal is issued to certified individuals upon successful completion of all recertification requirements.

Extensions

Certified persons may be granted an extension to meet all recertification requirements for a period not to exceed one year. Extensions are granted on a case-by-case basis and at the discretion of certification personnel. The certified person’s original date of expiration will remain valid when the new certificate is issued. If the certified person does not recertify within the designated time period, certification will expire and the certified person’s record shall be purged. If in the future the individual wishes to become certified, a new application will be required. All eligibility, examination, fees and recertification requirements shall apply.
RIMS-CRMP Code of Professional Responsibility

The Code of Ethics

The Code of Ethics of the Certification Commission

The RIMS-CRMP Certification Department issues the RIMS-CRMP Code of Ethics to outline ethical principles and rules for all persons who are certified by the Certification Commission to use the RIMS-CRMP designation. Agreement to uphold and abide by the Code of Ethics is a requirement for earning and maintaining certification. Implicit in a RIMS-CRMP’s acceptance of the certification is an obligation to comply with the mandates and requirements of all applicable laws and regulations, and to take the responsibility to perform all professional services and activities in an ethical manner. The RIMS-CRMP Code of Ethics is based on the standards of competence, honesty, trustworthiness, fairness, and professionalism. The Code of Ethics is available on the RIMS-CRMP website and listed below:

Certified persons who fail to comply with the Code of Ethics are subject to disciplinary procedures which may result in sanctions. All sanctions are subject to appeal. Following the exhaustion of appeals, the Commission shall make available upon request the certification status and any sanctions of individuals.

The Code of Ethics are not set forth to determine behaviors resulting in criminal or civil liability, nor are they intended to resolve matters of market competition.

The file a violation of the Code of Ethics use the RIMS-CRMP Certification Program Complaint Form in Appendix E.

As a RIMS Certified Risk Management Professional, I agree to uphold and abide by the follow tenets:

1. Perform professional duties in accordance with the laws and with integrity.
2. Perform professional duties in a competent and ethical manner.
3. Avoid acts or omissions amounting to unprofessional conduct.
4. Avoid malicious conduct that would injure the professional reputation or practice of others.
5. Provide complete and accurate information when applying for certification and recertification.
6. Refrain from personal behavior that may compromise the integrity of the credential.
7. Disclose any felony convictions.
8. Abide and uphold the policies of the Certification Commission.
9. Safeguard confidential and privileged information and exercise due care to prevent its improper disclosure.
10. Maintain competency requirements through recertification.
11. Use the logo and certification marks only in an authorized and approved manner.
12. Pay all fees and provide information required by the Certification Commission.

Additional Policies

Filing a Complaint

Any individual may file an ethical complaint against a certified individual. Individuals may also file complaints of an administrative nature or about the examination.

The complaint must be submitted in writing utilizing the RIMS-CRMP Certification Complaint Form within 10 business days following the date on which situation occurred leading to the complaint or when an individual could have become reasonably aware of the situation leading to the complaint. Complaints should be sent to RIMS-CRMP@RIMS.org. Complaints received beyond the deadline will not be considered. Only complaints that follow the published procedures of the Commission will be considered.

RIMS-CRMP Certification Complaint Form is included in this handbook in Appendix E.
Special Accommodations

The Commission complies with the Americans with Disabilities Act (ADA) and will ensure that no individual is deprived of the opportunity to take the certification examination solely by reason of a disability as defined under the ADA. Candidates must complete and submit the Request for Exam Special Accommodations Form and supporting documentation related to disability needs. The form and supporting documentation must be received with the application. Requests for special testing accommodations require documentation of a formally diagnosed and qualified disability by a qualified professional who has provided evaluation or treatment for the candidate.

The RIMS-CRMP Certification Department will evaluate requests for special accommodations in testing procedures, on a case-by-case basis.

The ADA Accommodation Request Form is included in this handbook in Appendix F.

Appeal of Denial of Request for Special Accommodations

Candidates who are denied their request for Special Accommodations may file an appeal by completing the RIMS-CRMP Certification Appeals Form and submitting it to the RIMS-CRMP Certification Department. The appeal form must be submitted within 30 calendar days within of the initial decision and will be reviewed by the Certification Commission. The decision of the Certification Commission is final.

The Appeals form is attached in Appendix B.

Confidentiality

All information provided to the RIMS-CRMP Certification Department during the application, examination and certification process is considered confidential and will not be disclosed unless required by law.

Indeterminate Scores

The Certification Commission is concerned with reporting only valid scores. On rare occasions, circumstances may invalidate exam scores. The Commission reserves the right to cancel or withhold exam scores if there is any reason to question their validity. The Commission may cancel or invalidate exam results if, upon investigation, violations of policies have been committed.

Doubts may be raised about the validity of candidates’ scores because of suspected misconduct; in such circumstances candidates will be notified of procedures to ensure fair treatment. Some scores may be rendered invalid due to circumstances beyond candidates’ control, such as faulty exam materials or mistiming. In this event, retesting will be arranged at no additional cost to the candidate.

Issuing Certificates

Certificates are issued by the RIMS-CRMP Certification Department to individuals who meet all requirements for earning certification, including passing the exam. Certificates shall be issued within 60 calendar days of confirmation of completion of the certification requirements. A new certificate with the date of expiration will be issued to RIMS-CRMPs who meet the recertification requirements.

Certification Directory and Verification of Certification Status

The RIMS-CRMP Certification Department will verify the name of a RIMS-CRMP and that the RIMS-CRMP is in good standing at the request of any member of the public. Anyone may verify a RIMS-CRMP’s credential by contacting the RIMS-CRMP Certification Department at RIMS-CRMP@RIMS.org.

No information deemed to be confidential will be disclosed when verifying an individual’s certification status.

RIMS-CRMPs’ names and standing are considered public information. Use of RIMS-CRMP information for solicitation purposes by businesses or individuals is strictly prohibited by RIMS and the RIMS-CRMP Certification Department.

Nondiscrimination Statement

The RIMS-CRMP Certification Department and the Certification Council do not discriminate on the basis of race, color, age, gender, national origin, ancestry, religion, disability, sexual orientation or marital status.

Cheating

The Commission will follow strict protocols to safeguard the security of the examination. Any individual who removes, or attempts to remove, examination materials from the testing site, including memorizing examination questions, is subject to potential civil and/or criminal legal action in addition to sanctions by the Commission. Sanctions may include denying or stripping the individual of the certification and banning the individual from sitting for the examination in the future.
Appendix A: Certification Definitions

**Applicant:**
An individual who has submitted the Application for RIMS-CRMP Certification.

**Candidate:**
An individual who meets the eligibility requirements for RIMS-CRMP Certification.

**Certification:**
The voluntary process by which a non-governmental entity grants a time-limited recognition and use of a credential to an individual after verifying that he or she has met predetermined and standardized criteria. (2005 ICE Guide.)

**Certification Commission:**
A group of individuals appointed or elected to govern one or more certification programs and responsible for all certification decision making, including governance.

**Certified Individual:**
An individual who has earned and maintained the RIMS-CRMP Certification and is authorized to use the (RIMS-CRMP) ® mark.

**Credential:**
Abilities and experience that make someone suitable for a particular job or activity, or proof of someone's abilities and experience.

**Competencies:**
Knowledge or expertise in a given area.

**Continued Competence:**
The lifelong process of maintaining and documenting a specified level of skill through ongoing learning and development and subsequent reassessment.

**Domain:**
Body of knowledge, skills or abilities being measured or examined by a test, experiment or research study.

**Examination Blueprint:**
Content areas on the exam that comprise the knowledge, skills, and abilities that have been determined to be important elements of competency for the job or occupation being assessed.

**Job Task Analysis:**
Systematic identification of the fundamental elements of a job, and examination of knowledge and skills required for the job's performance.

**Recertification:**
Requirements and procedures established as part of a certification program that certificants must meet in order to ensure continuing competence and renew their certification.

**Reliability:**
The degree to which a test is consistent and stable in measuring what it is intended to measure. It determines the results to be stable over a period of time.

**Scope Statement:**
A broad, general, and written statement of a specific job, based on the findings of a job analysis.

**Subject Matter Expert (SME):**
Person who is an authority in a particular area or topic.

**Validity:**
The degree to which the test actually measures what it claims to measure.
Appendix B: RIMS-CRMP Certification Appeals Form

RIMS-CRMP Certification Appeals Form

Name of Person Filing an Appeal: ____________________________

First Name       Last Name

Contact Information: ____________________________

Email       Phone

Are you RIMS-CRMP certified? (Circle One) Yes   No

Please select the option that best describes the reason for your appeal:

☐ Appeal for the denial of initial certification
☐ Appeal for the denial of recertification
☐ Appeal for the denial of Special Accomodations (ADA)
☐ Appeal for the decision of ethical sanction

The request for appeal must be submitted in writing via the RIMS-CRMP Certification Appeals Form within 30 business days of the receipt of the decision related to the complaint. Complaints returned after 30 business days will be returned.

All requests for appeals must be submitted to the RIMS-CRMP Certification Department at RIMS-CRMP@RIMS.org.

Please provide detailed information regarding your appeal:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The RIMS-CRMP Certification Department will acknowledge receipt of your appeal within 2 business days of receipt of this form.

FOR RIMS-CRMP OFFICE USE ONLY

Date Received:       Date of Decision:     

Received by:       Decision of RIMS Certification Program:     

Reviewed by:
Appendix C: Reference Material

These materials will be useful in helping you study for the RIMS-CRMP Exam. It is not an exhaustive list and it is recommended that you self-assess according to the domains listed in the Examination Blueprint and study accordingly.

Books


Websites

ISO 31000:2009 (available on RIMS website/ISO website/ASSE website)

COSO Enterprise Risk Management – Integrated Framework: 2004 (available on COSO website)


Risk Assessment Standard, ANSI/ASIS/RIMS RA.1-2015 (available on ASIS and RIMS website)
Appendix D: Application to Hand Grade an Answer Sheet

Application to Hand Grade Answer Sheet

Print clearly and legibly all required information requested below.

Last Name _____________________________________________ First Name _____________________________________________ MI ___________

Address _____________________________________________________________________________________________________________________________________________

City _________________________________________________________________________ State ___________ ZIP ________________

Daytime Phone with Area Code ______________________________________ Fax Number ______________________________________

Email _____________________________________________________________________________________________________________________

Date of Examination ______________________________________ Candidate Number ___________________________________________

Hand-grade requests must be made within **90 calendar days** of your test date. Applications received after the 90th day will be returned to the candidate.

Hand Grade Fee: $25.00

*Please enclose one of the following methods of payment with your application as shown below:*

☐ Check or money order payable to Professional Testing.

☐ VISA

☐ MasterCard

Name on card ______________________________________

Signature of cardholder _________________________________________________________________________________________________

Billing address on credit card statement _________________________________________________________________________________

M M Y Y  Credit Card Number (do not use spaces)

Expiration Date

Application with check payment or credit card payment must be mailed or faxed to:

Professional Testing, Inc., PO Box 691226, Orlando, Florida 32869-1226
Fax 407-264-2855

I understand that this process will confirm that the answer sheet was correctly graded. This process is performed by Professional Testing, Inc.

**SIGNATURE:**
Results will be mailed to you at the address you list above, with a copy sent to the RIMS-CRMP Certification Department.
Appendix E: RIMS-CRMP Certification Complaints Form

RIMS-CRMP Certification Complaints Form

Name of Person Filing an Appeal: ____________________________

First Name ____________________________ Last Name

Contact Information: ____________________________

Email ____________________________ Phone

Are you RIMS-CRMP certified? (Circle One)  Yes   No

Please select the option that best describes the nature of your complaint:

☐ RIMS-CRMP Certification Examination Complaint
☐ Ethics Complaint
☐ Administrative Complaint
☐ Other

For complaints about another RIMS-CRMP certified person or wrongful use of the RIMS-CRMP Certification please submit this form to the Certification Department at RIMS-CRMP@RIMS.org

Please provide detailed information regarding your complaint:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The RIMS-CRMP Certification Department will acknowledge receipt of your complaint within 2 business days of receipt of this form.

FOR RIMS-CRMP OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Date of Decision:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received by:</td>
<td>Decision of RIMS Certification Program:</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td></td>
</tr>
</tbody>
</table>
Appendix F: ADA Accommodation Request Form

RIMS-CRMP Certification ADA Accommodation Form

If you have a disability covered by the Americans with Disabilities Act of 1990 (ADA) and would like to request an accommodation in testing, please complete all Sections below and have an appropriate professional (educator, doctor, psychologist, psychiatrist) with current knowledge of your disability complete Section 2 below if your disability is not medical.

As provided in Section 3 below, please submit documentation in support of your request. If you have existing documentation of having the same or similar accommodation provided to you in another testing situation, you may submit such documentation as compliance with the requirements in Section 3.

This form must be completed in its entirety in order for your request to be processed. Please submit this request with your application for certification as it takes time to review your request and set up an accommodation. The RIMS Certification Department will process your request as expeditiously as possible in order to not delay testing.

Section 1 (To be completed by Candidate)

Please type or print clearly

Name _______________________________________________________________________________________________________________________________________________

Social Security Number (last 4 digits) _________________________________

Address _____________________________________________________________________________________________________________________________________________

City _________________________________________________________________________ State ___________ ZIP ________________________

Disability __________________________________________________________________________________________________________________

By signing below, I attest that the information I have provided on this application is accurate, true and correct to the best of my knowledge. I agree to and authorize the release of the information requested to the RIMS Certification Department for use in determining eligibility for the requested accommodation in testing. If the information provided is not sufficient to evaluate the request, I authorize the RIMS Certification Department to request additional information from me. I understand the RIMS Certification Department reserves the right to verify any and all information in my application, this request, or in connection with my certification. I understand and agree that failure to provide accurate, true and correct information shall constitute grounds for rejection of my application, request for this accommodation in testing, or denial or revocation of my certification.

Signature ________________________________________________________________Date ____________________________________________
Section 2 (To be completed by Candidate or Appropriate Professional)

Please type or print clearly

From Professional: I have known ________________________________ since ____________

(Full name of candidate) (Date)

In my role as a ________________________________

(Professional title)

The candidate has discussed with me the nature of the certification examination to be administered. It is my opinion that because of this candidate’s disability as detailed on the attached letter and supporting documentation, he/she should be accommodated by providing the following: (Please check all that apply.)

- Reader
- Scribe
- Extended Time
  - Time-and-a-half
  - Double time
  - More than double time (please justify)
- Separate testing area
- Use of computer or other adaptive equipment (Please specify): ________________________________
- Other (Please specify): __________________________________________________________________

To be completed by Candidate:

Name ________________________________________________

Signed __________________________________________ Date ________

To be completed by Professional:

Name ________________________________________________

Signed __________________________________________ Date ________

Title _______________________________________________

License # & State ______________________________________

Organization ________________________________________

Address ____________________________________________

City __________________State __________ Zip Code ____________

Phone __________________Email _______________________
Section 3 (To be completed by Candidate or Appropriate Professional)

If requesting accommodations due to a learning disability, please submit relevant diagnostic test results detailing the specific nature of the candidate’s disability as it relates to the request and the reasons for requesting the accommodation.

If requesting accommodations due to a medical issue, please have the appropriate professional submit a letter detailing the nature of the disability and the reasons for requesting the accommodation. The letter must be written on the professional’s letterhead and must have an original signature. This letter may not be dated longer than 5 years prior to this application.

Please Note: All requests for special accommodations must be mailed to the address below:

RIMS-CRMP Certification Department
1407 Broadway
29th Floor
New York, NY 10018

<table>
<thead>
<tr>
<th>FOR RIMS-CRMP OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received:</td>
</tr>
<tr>
<td>Received by:</td>
</tr>
<tr>
<td>Reviewed by:</td>
</tr>
</tbody>
</table>
# Appendix G: RIMS-CRMP Fee Schedule

## RIMS-CRMP Fee Schedule

<table>
<thead>
<tr>
<th>Incident</th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Fee</td>
<td>$350 (includes nonrefundable $100 app processing fee)</td>
<td>$500 (includes nonrefundable $100 app processing fee)</td>
</tr>
<tr>
<td>Recertification Fee</td>
<td>$150 (every 2 years)</td>
<td>$300 (every 2 years)</td>
</tr>
<tr>
<td>Exam Retake (Re-Test) Fee</td>
<td>$250</td>
<td>$400</td>
</tr>
<tr>
<td>Exam Extension Fee (to extend test window)</td>
<td>$150</td>
<td>$250</td>
</tr>
<tr>
<td>Hand Score Fee</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Certificate Replacement Fee</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Cancellation Fee ≥ 24 hours notice</td>
<td>0 (exam fee of $250 refunded)</td>
<td>0 (exam fee of $400 refunded)</td>
</tr>
<tr>
<td>No Show Fee (&lt;24 hours notice, late to test center, failure to present ID, failure to sign NDA)</td>
<td>$350</td>
<td>$400</td>
</tr>
</tbody>
</table>