

The Institutes have modified our exam policy in light of business closures that may impact student access to both on-site and Prometric testing centers. Our intent is to provide flexibility for students and ensure that an exam site closure does not cause financial hardship or distract our students from their goal of successful course completion.

Effective immediately, The Institutes will modify our exam policy as follows:

- We will waive the transfer fee for students requesting to move any on-site or Prometric exam from the second quarter exam window to the third quarter exam window.
- We have extended the second exam window to June 30, 2020 instead of June 15, to offer our students greater flexibility in scheduling upcoming exams.

To recap, the remaining three windows for all Institutes exams in 2020 will be:

- April 15 – June 30, 2020
- July 15 – September 15, 2020
- October 15 – December 15, 2020

This exam policy change is effective immediately and will be routinely reviewed as the COVID-19 crisis continues to evolve. We are in regular contact with on-site exam facilities, whose closure policies vary, and with Prometric, who have closed all in-person testing facilities in the United States and Canada through at least April 16, 2020.

We are also alerting all registered students to this policy change and we will notify you and our students if further adjustments are needed. We appreciate your patience and understanding in these difficult times.

Thank you,

**Adam R. Carmichael, CPCU**

Vice President of Assessments