



Exam Extension Request Form Due to COVID-19

CBIC is closely monitoring the COVID-19 situation. **Should your testing facility close due to COVID-19, please call CBIC directly at 414.918.9796. You can stay updated on Prometric testing closures by visiting <https://www.prometric.com/closures/>.**

Once you have completed this document including any and all supporting documents, please email to info@cbic.org.

- I want to extend my eligibility date (max 60 days).
- I want to reschedule my exam.

Name: _____

Address: _____

Candidate ID #:

Currently Scheduled Test Date:

Days/Date to Extend Eligibility Until (max 60 days):

Reason for Extension:

- My hospital/facility/etc. is enforcing a travel ban and I cannot travel to a testing facility.
- I have been deployed due to COVID-19 and/or adversely affected by it. **Please provide documentation to explain your situation.*

*Please note: If you do not have the time to study or prepare for the exam due to COVID-19, you will not be granted an extension. Please call CBIC to cancel your eligibility. You can review CBIC's complete Examination Policy here:

<https://www.cbic.org/CBIC/PDFs/CBICExaminationAppointmentPolicy1.pdf>.

**Unless informed otherwise, only one COVID-19 related extension request may be requested.

X _____
Signature and Date

*Extensions will be reviewed upon receipt. Please allow 7-10 business days for your extension to be reviewed and for a decision or a request for more information. If your extension request is approved, CBIC will contact you via email with a **\$72 extension request invoice** to include the date in which your extension had been approved for. **Please note, no extensions can be made in 5 days or less of your exam date or eligibility end date.***

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