



## Extension Request Form

Once you have completed this document including any and all supporting documents, please email to [info@cbic.org](mailto:info@cbic.org).

Extensions will be reviewed upon receipt. Please allow 3-5 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 **\$75 extension request invoice** to include the date in which your extension had been approved for.

Extension requests **will not** be considered under the following circumstances:

- Not prepared to sit for the examination.
- Requests submitted within five days of scheduled examination date or eligibility end-date.
- Insufficient supporting documentation. Examples of supporting documentation include: doctors note, verifiable letter from direct manager or supervisor, etc.
- Request to extend eligibility beyond 60 days of scheduled examination date or eligibility end date.
- Extension requests do not apply to certification dates (Ex: extending a candidate's certification expiration past 12/31/2029)

**Name:**

**Candidate ID #:**

**Currently Scheduled Test Date:**

**Reason for Extension:**

**Signature:**

**Date:**