

CPXP POLICIES AND PROCEDURE AGREEMENT

To be considered for certification and to complete the application process applicants must agree to the following policies and procedures:

- ▶ I have read the CPXP Handbook.
- ▶ I certify that I comply with all the eligibility requirements.
- ▶ I certify/declare that the information provided and the enclosed documents are true and accurate to the best of my knowledge.
- ▶ I understand if the information I have provided to PXI is incomplete and not accurate (or misrepresentation/or incorrect) my application may be rejected and disciplinary action(s) including suspension, rejection, or revocation of my eligibility application.
- ▶ I understand there is a nonrefundable processing fee of \$100.00 applied towards any incomplete application or if I do not meet the specified requirements.
- ▶ I understand that I am responsible to notify the PXI of any changes in my personal information including email address to receive official notification regarding the status of passing the CPXP examination. The PXI shall not be responsible for non-receipt of notices due to my failure to notify of current email address.
- ▶ I have verified that the name and address information listed in "My Account" matches the name and address information listed on my identification. I understand that if there are any changes that will need to be made to this information, after submitting my application, there may be a \$50 fee for processing this change.
- ▶ I understand I am allowed to change exam windows ONE time after my application has been submitted, with a fee.
- ▶ I understand that once my application is submitted to PXI, there will be a \$50 fee to change my exam window.
- ▶ I understand that once my exam date is scheduled, if I do not sit for the exam, or do not cancel within 4 business days of my scheduled date, there will be \$150 fee to change exam windows.
- ▶ I understand that if my CPXP Packet is undeliverable due to an incorrect address, there will be a \$10 processing fee to have it reshipped.
- ▶ I understand that my approval is good for 1 year from the date my application was submitted. If I fail to sit for the exam, I understand that I will forfeit all application fees as well as approval.
- ▶ I have reviewed and understand all the policies and procedures in the CPXP Handbook.
- ▶ I understand that I may be selected for audit at any time.