



Fees

Description	Fee	Comments/Notes	Refund Policy
ECCHO Exam	\$450/\$575	ECCHO Member/Non-Member	
Exam Fee Retake	TBD	Discounts are offered on retakes when scheduled before set deadlines. Each individual eligible for a retake will be notified of those dates and amounts individually. If the deadlines are missed the original exam fee applies.	
Late Registration Fee	\$50.00	Anyone registering for the NCP exam after the cut off date. Internal cut off date is 4/30	
Cancellation Fee	\$50.00	Registrations for the exam may be canceled for a refund of the exam minus administrative fee (\$50) if received ONE month prior to the exam window of the exam year initially registered	Refunds for credit cards will be credited back to the same card within 3-5 business days (if transaction is less than 120 days old). Refunds for checks will be received via check made payable to the person/company sending the initial fee please allow 3 weeks
Rollover Fee – early	\$25.00	Registrant has not set an appointment with Pearson VUE and has notified ECCHO prior to the start of the exam (if they have never moved their test window before)	
MIA	\$75.00	Registrant departs org prior to taking test. Org paid for test. Org can replace with new registrant for current or next testing period.	Original test fee forfeited
Missed Exam Fee (In-Person)	\$91.00	If an appointment is missed with Pearson VUE and there is no other time available to reschedule, ECCHO must be notified and the exam registration will be transferred	Please note exam fees are non-refundable. If a person is a no-show without working with NCP in advance on alternate test dates the exam fee will be forfeited.
Missed Exam Fee (Remote)	\$69.00	If an appointment is missed with Pearson VUE and there is no other time available to reschedule, ECCHO must be notified and the exam registration will be transferred	Please note exam fees are non-refundable. If a person is a no-show without working with NCP in advance on alternate test dates the exam fee will be forfeited.
Substitution Fee	\$0.00	Registration is transferred to another person within the same organization	
Rollover Fee – late	\$75.00	Registrant has set an appointment with Pearson VUE	
Rollover Fee – repeat	\$100.00	Registrant has exercised the option to move their exam in previous year(s)	
Rollover Fee – repeat Pearson VUE	\$175.00	Registrant exercised the option to move their exam in previous years(s) (\$100) and also registered with Pearson VUE for that testing period (\$75)	Exams may be rolled over twice (for two years) then the exam fee is forfeited.
CE Credit Filing Fee	\$50/\$75	Member/Non-Member	
CE Credits – Late Filing Fee	\$75.00	(in addition to filing fee)	
Filing Extension Fee	\$75.00	(w/application; in addition to filing fee)	

Continuing Education Fees

Description	Fee	Comments/Notes
CE Credit Filing Fee	\$50/\$75	Member/Non-Member
CE Credits – Late Filing Fee	75	(in addition to filing fee)
Filing Extension Fee	\$75	(w/application; in addition to filing fee)

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