



NCP Exam & Continuing Education Fees (Effective 9/1/24)

Description	Fee	Comments/Notes	Refund Policy
NCP Exam	\$500/\$625	ECCHO Member/Non-Member (includes practice test).	
Exam Fee Retake (failed exam)	Dependent on policy requirement	For those who failed the exam in the previous year, a discount is offered for a retake. Each individual eligible for a retake will be notified individually of dates and amounts, and provided instructions to claim discount.	
NCP Practice Test	\$50.00	Non-registrant may purchase access to the exam practice test.	
Late Registration Fee	\$50.00	Any registration for the NCP exam after the cut off date. Internal cut off date is 4/30. Applied to regular exam fee after 3/31.	
Cancellation Fee	\$50.00	Registration for the exam may be canceled for a refund 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.
Missed Exam Fee (In-Person)	\$100	Registrant missed their scheduled exam time with Pearson Vue.	Please note exam fees are non-refundable. If a person is a no-show without working with ECCHO in advance on alternate test dates the exam fee will be forfeited.
Missed Exam Fee (Remote)	\$75	Registrant missed their scheduled exam time with Pearson Vue.	Please note exam fees are non-refundable. If a person is a no-show without working with ECCHO in advance on alternate test dates the exam fee will be forfeited.
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).	
Rollover Fee – Late	\$75.00	Registrant has set an appointment with Pearson VUE but determines it would like to transfer to next exam year.	
Rollover Fee – Repeat	\$100.00	Registrant has exercised for 2nd time the option to move exam seat in previous year(s).	Exam seat may be rolled over twice (for two years) then the exam fee is forfeited.
Rollover Fee – Repeat Pearson VUE	\$175.00	Registrant set appointment with Pearson VUE for that testing period (\$75) and exercised for 2nd time the option to move their exam seat in previous years(s) (\$100).	Exam seat may be rolled over twice (for two years) then the exam fee is forfeited.
Substitution Fee	\$0.00	Registration is transferred to another person within the same organization for current registration year.	
Retest Fee	\$125.00	Registrant can retake the current year exam 1 additional time in the current exam window.	
CE Credit Filing Fee	\$50/\$75	Member/Non-Member	
CE Credits – Late Filing Fee	\$75.00	Plus CE Credit filing fee (see above)	
Filing Extension Fee	\$75.00	A completion of extension acknowledgement document required plus CE credit filing fee.	