

Transfer / Cancellation / Refund Policy

All ASNT Certification Services, LLC examinations are required to be taken within one calendar year from the date on the original Letter of Notification or Letter of Approval sent to the applicant. Failure to take examinations within that one-year period will result in forfeiture of all fees to ASNT Certification Services, LLC.

For computer-based testing exams, scheduled exams can be rescheduled 48 hours prior to the appointment without any additional fees. If you reschedule less than 48 hours prior to your scheduled exam, then the sitting fee portion of your fees plus a \$75 administrative fee per exam will apply.

Transfers of applications may be subject to a \$75.00 administrative fee PER EXAMINATION. A transferring applicant must remit those administrative fees to ASNT Certification Services, LLC prior to the rescheduled examination. No examination attendance will be permitted unless all fees are paid. Cancelling applicants will receive a refund less the \$75.00 administrative fee.

Failure to show up (“No Shows”) for scheduled examinations will result in forfeiture of the fees for the missed examinations. If an examination application is received and the applicant is found to be unqualified to take the examination, a refund will be issued less an administrative fee of \$75.00 PER EXAMINATION. All Exam sitting fees will be refunded.

For Practical exams, the transfer or cancellation deadline is two (2) calendar weeks prior to the week of a scheduled examination and no additional fees will apply. Transfers or cancellations received after the deadline will be subject to a \$75.00 administrative fee PER EXAMINATION

All requests for transfers or cancellations must be submitted in writing to ASNT Certification Services, LLC and be signed by the person registered for the examination. A signed fax transmittal is acceptable. Membership Fees are non- refundable and non-transferable