



## **CHECKLIST – DID YOU REMEMBER TO INCLUDE?**

- \*Current Address and Phone Number
- \*Your Signature and Date
- \*Examination Application Processing Fee - \$25
- \*Examination Application Fee (Includes exam booklet and certificate) - \$50.00 (**CBT applicants exempt**)

## **INSTRUCTION SHEET FOR CERTIFICATION RE-EXAMINATION**

### **GENERAL INFORMATION**

The following information is provided to assist the applicant in completing the FORM 2 Application for Re-Examination for Certification form.

Please follow instructions and complete ALL sections. Incomplete applications will not be processed.

### **WHO SHOULD USE THIS FORM**

If you have previously taken or qualified for the examination that you are applying for, use this form. If you have not taken or previously qualified to take the examination you are applying for, use the FORM 1 Application for Examination for Certification form.

### **SECTION A: GENERAL INFORMATION**

This information must be completely filled out as information supplied in this section will be used to contact and mail correspondence to you.

### **SECTION B: APPLICATION GRADE LEVEL**

The application must state which examination(s) is being applied for. Circle the One Grade Level. Another Form 2 is required to be filled out if you want to apply for another Grade Level exam. No more than two examinations can be applied for at any one time if taking a paper exam. More than two examinations can be applied for if taking the CBT.

The Board will verify all applications for RE-EXAMINATION. If the applicant has not taken or previously qualified for the examination being applied for, the Board will reject the FORM 2 Application for Re-Examination for Certification form.

### **SECTION C: SIGNATURE**

You must sign and date the application. Unsigned/undated applications will not be returned and applicants will **not** qualify to take any examination.

NOTE: If you are taking a Computer Based Testing, the fee for each exam is \$100. Please do not send payment to us.

Visit us on the web at:

<http://health.hawaii.gov/wastewater/home/boc/>