

CERTIFICATION LEVEL	DETAILS	MULTIPLE-CHOICE	SKILL EVALUATION	PERFORMANCE TEST
COA/CCOA	<p>To avoid ineligibility or a change in eligibility requirements, the application must be received within a specific time after completion of a training program – refer to the Criteria handbook for specific time frame.</p> <p>Application for retest must be received within 12 months of initial examination.</p> <p>Military/Government Personnel Please contact JCAHPO's Certification Department about reduced exam fees for military personnel.</p>	\$300 Initial \$250 1st Retest \$150 2nd Retest		
COT		\$325 1 Multiple-choice and 1 – Skill Attempt \$275 1st Retest \$150 2nd Retest	\$85 Practice Test \$85 Retest	
COMT		\$340 1 Multiple-choice and 1 – Skill Attempt \$290 1st Retest \$150 2nd Retest	\$85 Retest	\$110 Initial \$85 Retest
OSA		\$145 \$95 Retest		
ROUB		\$200 \$150 Retest		
CDOS		\$200 \$150 Retest		
COA Practice Examination	Upon passing the exam, the additional fee required must be received within 30 days of receiving the official results.	\$150 Initial Practice \$150 After Pass Result		
Rush fee for examination application processing	Normal processing time is 2 to 4 weeks	\$50		
Confirmation letter mailed by JCAHPO for computer administered exams	Within 2 to 4 weeks of receiving an application			
Appealing certification ineligibility	Postmarked within 30 days of notification of ineligibility	\$50		
Requesting special consideration of eligibility	Note: Special consideration requests may take up to 8 weeks to process.			
Taking computer-administered exams	Exam must be taken within the 90-day eligibility period provided in the confirmation letter.			
Canceling application	Request must be received within the 90-day eligibility period. This is a non-refundable portion of the exam fee.	\$75		
Canceling/rescheduling exam appointment	Pearson VUE must be contacted at least 30 business days prior to the scheduled appointment to avoid a fee. If cancelled or rescheduled 5 – 29 business days prior to the appointment, Pearson VUE will collect \$25. No-show fee if canceled less than 5 business days prior to appointment.	\$85 No-show fee		
Extending eligibility period Note: Only one 30-day extension of the 90-day eligibility period is allowed.	Request must be received within the 90-day eligibility period.	\$50		
Appealing examination results	Postmarked within 30 days of examination results	\$50		
Denied application	Does not meet eligibility requirements or application is incomplete. No refund will be issued.			
RECERTIFICATION EVENTS AND FEES				
Mailing of recertification reminder by JCAHPO	Approximately 6 months prior to recertification date. Note: It is the candidate's responsibility to comply with recertification procedures and deadline even if they do not receive a reminder.			
Recertification application submitted by certificant to JCAHPO for processing	Postmarked on or before the last day of the last month in recertification cycle. Note: In the event the certificant wishes to recertify by retesting in lieu of continuing education, an examination application must be submitted and the examination fee must be paid instead of the recertification fee – see above for fee information.	\$125		
Submitting recertification application during the first 12 months after the recertification date	Postmarked within 12 months of recertification date	\$85 late fee		
Rush fee for recertification application processing	Normal processing time is 4 to 6 weeks	\$50		
Appealing recertification denials	Appeal postmarked within 30 days of denial.	\$50		
Cancelling recertification application	This is the non-refundable portion of the recertification fee	\$50		
Denial of recertification application	Does not meet eligibility requirements or application is incomplete. No refund will be issued			
EVENTS AND FEES APPLICABLE TO BOTH EXAMINATION AND RECERTIFICATION				
Declined credit card transaction or receipt of non-sufficient funds (NSF) check		\$25		