# Examination Fees and Timelines

## Certification Details

### COA/CCOA
- 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.
- Application for retest must be received within 12 months of initial examination.

### Military/Government Personnel
- Please contact JCAHPO's Certification Department about reduced exam fees for military personnel.

## Fees

<table>
<thead>
<tr>
<th>Certification</th>
<th>Details</th>
<th>Multiple-Choice</th>
<th>Skill Evaluation</th>
<th>Performance Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA/CCOA</td>
<td>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.</td>
<td>$300 Initial</td>
<td>$250 1st Retest</td>
<td>$150 2nd Retest</td>
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<tr>
<td>COT</td>
<td>Application for retest must be received within 12 months of initial examination.</td>
<td>$325 1 Multiple-choice and 1 – Skill Attempt</td>
<td>$275 1st Retest</td>
<td>$150 2nd Retest</td>
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<tr>
<td>COMT</td>
<td>Military/Government Personnel Please contact JCAHPO's Certification Department about reduced exam fees for military personnel.</td>
<td>$340 1 Multiple-choice and 1 – Skill Attempt</td>
<td>$290 1st Retest</td>
<td>$150 2nd Retest</td>
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<tr>
<td>OSA</td>
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<td>$145</td>
<td>$95 Retest</td>
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<tr>
<td>ROUB</td>
<td></td>
<td>$200</td>
<td>$150 Retest</td>
<td></td>
</tr>
<tr>
<td>CDOS</td>
<td></td>
<td>$200</td>
<td>$150 Retest</td>
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### COA Practice Examination
- Upon passing the exam, the additional fee required must be received within 30 days of receiving the official results.

### Rush fee for examination application processing
- Normal processing time is 2 to 4 weeks

### 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

### 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.

### 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.

### Extending eligibility period
- Note: Only one 30-day extension of the 90-day eligibility period is allowed.

### Appealing examination results
- Postmarked within 30 days of examination results

### 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.

### Submitting recertification application during the first 12 months after the recertification date
- Postmarked within 12 months of recertification date

### Rush fee for recertification application processing
- Normal processing time is 4 to 6 weeks

### Appealing recertification denials
- Appeal postmarked within 30 days of denial.

### Cancelling recertification application
- This is the non-refundable portion of the recertification fee

### 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