



---

## **Policy 4.2 Retaking Certification Examinations**

Candidates who receive an unsuccessful result on a Board of Certification for Emergency (BCEN®) certification exam have the opportunity to retake the examination. Candidates can retake the exam no sooner than ninety (90) days after their most recent exam date and an application will be available after the ninety (90) days have passed. BCEN may consider waiving the 90-day waiting period on a case-by-case basis. Once a waiver is granted, subsequent 90-day waivers will not be considered for the same certification.

BCEN offers a discounted fee for retest applications up to one year after your initial exam. If you chose the BCEN Test Assurance option, you may submit a no-fee retest application for your second attempt after a 90-day waiting period.

Candidates who retest are expected to meet the same standards as initial candidates. The test form given to retest candidates will be different but equivalent to what is given to initial candidates. BCEN's test delivery provider ensures that a retest candidate will receive a different form of the examination.

### **Procedure**

1. Exam results are provided to a candidate immediately upon completion of the exam pursuant to Policy 5.4 – Exam Results.
2. A candidate who is unsuccessful in passing the exam is provided with retest information at the bottom of their test score report.
3. Once the exam result has posted to the candidate's BCEN Account, an e-mail is sent with further instructions on how to submit a retest application.
4. Candidates submit an application to retest following Policy 6.1 – Processing Applications.
5. On the day of testing, the test delivery provider downloads an equivalent but different form of the exam than was previously provided to the candidate.

6. The testing center staff has no information that identifies that the candidate is retaking the exam.
7. The candidate sits for the exam according to standard procedures.

Approved: June 2016

Reviewed and Approved: May 2019; September 2022; October 2023