



AMERICAN PETROLEUM INSTITUTE
ICP™



Individual Certification Programs

Special Exam Site Policy

ICP candidates have the option of scheduling their computer-based exam at one of 500 Prometric testing centers worldwide. In the unlikely event that there is not a computer testing center located within 200 miles (320 km) of a desired location, ICP will consider setting up a special exam site for groups of 12 applicants or more where exams will be delivered on paper.

You may also request a special site for groups that require that the exams be administered in a language other than English.

Please contact the ICP Exam Coordinator at ICPEXAMCOORDINATOR@API.ORG with any questions.

What you need to know:

1. Special exam location requests need to be coordinated by a group administrator. This administrator will be the liaison between ICP and the applicants. This Group Administrator **must** have a Group Administrator account with ICP.
2. Requests need be made at least 30 days before the application deadline.
3. API requires a group of 12 at minimum. However, there is no limit to the number of candidates that can test at a site, as long as the applications are submitted by the deadline.
4. Once your request is submitted, you will be given instructions on how to create a group administrator account in the ICP web portal, and you will be assigned a unique Group ID number. As a group administrator, you will then have the ability to view, print and pay invoices for multiple applicants directly in the ICP portal.
5. A complete list of candidates is due to the ICP exam coordinator three weeks prior to the application deadline. This will require that you set a deadline for your group earlier than your own deadline.
 - o Additional applicants, other than your specific group, may also be scheduled by API for the special site.
6. API reserves the right to cancel a special exam site if less than 12 applicants have scheduled, or if the appropriate fees have not been paid.
7. Every attempt will be made to administer the exam on the first day of the posted exam window.
8. These fees need to be paid before API will commit to scheduling your special site.
 - o Special site fee (if applicable)
 - o Language translation fee (if applicable)
9. In addition, if the funds are not received by API within **two weeks after the application deadline**, API will

charge a late fee of \$150 per person.

10. Special Location Fees (in USD):

If your candidate's applications fees total:	Then your special location fee is:
more than \$10,800	\$0
\$9,000 - \$10,799	\$1,000
\$6,000 - \$8,999	\$1,500
\$5,999 or less	\$2,000

11. Special location exams are administered via the paper-and-pencil testing method only.
12. Requests for a special exam location will not be fulfilled if there is a Prometric testing center within 200 miles of your desired location, unless you are requesting an exam to be translated into a foreign language as well.
13. API will provide the site venue and proctors needed to oversee the exam. However, we will consider a location suggested by any group administrator. If you are interested in providing a site venue, please contact API for the requirements. Confirmation of the venue is subject to acceptance from our exam administration vendor.
14. If the exam needs to be translated into another language, see the Exam Translation section below.

Please ensure that your candidates are in compliance with the following:

1. Candidates are bound by the same application deadlines as all other ICP applicants. Applications must be submitted by each candidate on or before the deadline via ICP's web portal at <https://inspector.api.org>.
2. Candidates must use your Group ID number as the "Payment Method" on the payment page of the online application.
3. New candidates will be assigned an API ID. They must keep a record of that ID. Returning candidates will use the API ID previously assigned.
4. Candidates will receive correspondence from API via email addresses provided on their application.
5. ICP certifications and any information pertaining to candidates belong to the individual applicant. API does not share score reports with group contacts, training facilitators or employers. If the candidate would like to have a third party receive this information, in addition to other notices that API sends, they should provide the additional email address their account profile page.

Special Locations for Foreign Language Exams

1. ICP is able to offer language translation for candidates testing at special sites. Please review the policies and guidelines below.
2. API does not charge a fee to translate an exam if there are 15 or more **new** applicants within the same certification program. In this case, "new" does not include candidates that are taking retests or rescheduled exams.

3. If the minimum requirement of 15 new applicants is not met, a charge of \$2,500 will be applied to each translation request, with the following exceptions:
 - o Spanish and Chinese translations for API 510, 570 and 653 exams
 - o Korean for API 510 and 570 exams
4. API needs at least four months to translate an examination. Please let us know as soon as possible that you need an exam translated, so we can accommodate your needs.
5. API cannot guarantee that your request will be fulfilled.
6. 4. API is not responsible for any claims against the accuracy of the translated material. Given the complexity of the subjects and the technical terminology required, API cannot warrant that language translations of exam materials will be deemed accurate by all applicants.