Special Site Exam 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 a minimum of **50** applicants for requests made in advance. **Contact the ICP Exam Coordinator at ICPExamCoordinator@api.org to get started on requesting a special site.**

Guidelines:
1. Special exam location requests need to be coordinated by a group administrator. This administrator will serve as the liaison between ICP and the applicants and **must** have a Group Administrator account with ICP.
2. Special site requests must be made at least **60** days before the application deadline.
3. API requires a group of **50** applicants at minimum. However, there is no limit to the number of candidates that can test at a site, given that all applications are submitted by the deadline.
4. 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 not in your specific group may also be scheduled by API at the special site.
5. API reserves the right to cancel a special exam site if less than 50 applicants have scheduled, or if the appropriate fees have not been paid.
6. Applicable Special Site fees and Exam Translation fees will be discussed with the ICP Exam Coordinator. These fees need to be paid before API will commit to scheduling your special site.
7. 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.

Candidate Requirements:
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. 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.
3. Candidates will receive correspondence from API via email addresses provided on their application.
4. 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.

Exam Translations for Special Sites:
1. ICP can offer exam translations for candidates testing at special sites. Review the ICP Translation Request Policy for additional information.
2. Any applicable fees for exam translation at special sites will be discussed with the ICP Exam Coordinator.