



ACI CAROLINAS CHAPTER  
 3122 FINCHER FARM ROAD  
 SUITE 100 - #548  
 MATTHEWS, NC 28105  
 TEL: (704) 608-5782  
 FAX: (704) 246-4400

## FIELD GRADE I CERTIFICATION EXAM DATES – 2024

### SCHEDULE

CHARLESTON CHARLOTTE COLUMBIA RALEIGH GREENVILLE, SC	<b>ALL LOCATIONS          FULL – WILL BE          SCHEDULED FOR          SPRING 2025</b>	CHARLESTON CHARLOTTE COLUMBIA RALEIGH GREENVILLE, SC	<b>SEPTEMBER 11          OCTOBER 2          FULL          NOVEMBER 13          DECEMBER 11</b>
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### CERTIFICATION FEES

**NOTE: Applicant must be an individual member or his/her company must be a corporate member of ACI Carolinas Chapter in order to qualify for member rate!!**

**ACI INTERNATIONAL MEMBERSHIP IS A SEPARATE MEMBERSHIP AND  
DOES NOT QUALIFY FOR MEMBER RATES.**

	COST	LATE REGISTRATION	RE-TESTING ONLY		RE-TESTING ONLY	
			WRITTEN	LATE FEE	PERFORMANCE	LATE FEE
<b>MEMBER</b>	\$567	\$637	\$317	\$387	\$317	\$387
<b>NON-MEMBER</b>	\$637	\$707	\$387	\$457	\$387	\$457
<b>RE-CERTIFICATION</b>	SAME AS ABOVE FOR MEMBER OR NON-MEMBER					

**CANCELLATIONS MUST BE RECEIVED IN WRITING, WITH THE REASON FOR  
 CANCELLATION, VIA EMAIL TO [mbeare@aci-carolinas.org](mailto:mbeare@aci-carolinas.org)**

**REGISTRATION FOR ALL EXAM DATES WILL BE CLOSED  
 10 CALENDAR DAYS PRIOR TO THE DATE OF THE EXAM**

There will be one day for the written and performance exams. Location sites, exam times and workbooks (books for first-time and re-certification only) will be sent to each paid registrant at the address provided on the registration form.

**Re-testing** is available only to those who have failed a test and must retake the written or performance exam within one year of first taking the exam.

**Late registration** is **10 business days** prior to the scheduled exam day.

**REFUND POLICY:** A refund of \$150 will be given (a refund of \$75 for written or performance retesting), if a cancellation is made 10 to 6 business days before the first day of the session. **NO REFUND AND NO TRANSFERS** if cancellation is made **5 or less** business days before the exam date.

**Re-certification** payment is the same as the member or non-member fees.

Applicants will be registered on a **first come, first-serve basis**. Fees must be received **IN ADVANCE** in order to be considered registered. Places are **NOT "reserved."** The enrollment fee includes a workbook, performance and written exams, and fees for instructors, sites and certificates. **Workbooks will be sent at least 2 weeks before the class, provided payment has been received with the registration form.** Payment is by check made out to "ACI Carolinas Chapter" or online at the website – [www.aci-carolinas.org](http://www.aci-carolinas.org).

**Persons with Disabilities:** If you have a disability that may impact your participation in this certification session, contact Mary Beare at [mbeare@aci-carolinas.org](mailto:mbeare@aci-carolinas.org), at least 8 weeks in advance, for information regarding accommodations. We cannot assure the availability of appropriate accommodations without prior written notification of need.



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**2024 ACI FIELD GRADE I CERTIFICATION**

**\*\*PLEASE PRINT ALL INFORMATION\*\***

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT PAYMENT!!**

COMPANY \_\_\_\_\_ CONTACT: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

UPS STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

\*\*\*E-MAIL ADDRESS \_\_\_\_\_

TEST SITE \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

NAME \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

**NOTE:** Applicant must be an individual member or his/her company must be a corporate member of **ACI CAROLINAS CHAPTER** in order to qualify for member rate!!

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**REGISTRATION FOR ALL SESSIONS WILL BE CLOSED 10 CALENDAR DAYS PRIOR TO THE EXAM DATE.**

MEMBERSHIP STATUS		*LATE REGISTRATION	PAYMENT METHODS
<input type="checkbox"/> MEMBER	\$567.00	\$637.00	Check made out to <i>ACI Carolinas Chapter</i> and mailed with the application to the address above.
<input type="checkbox"/> NON-MEMBER	\$637.00	\$707.00	
<input type="checkbox"/> RE-CERTIFICATION	SAME AS ABOVE FOR MEMBER OR NON-MEMBER		
*If registering less than <u>10-business days prior to the exam day</u> , the late registration fee applies.			Credit Card Payments: Online at <a href="http://www.aci-carolinas.org">www.aci-carolinas.org</a>

<input type="checkbox"/> MEMBER WRITTEN RE-TEST	\$317.00	\$387.00	<b>REFUND POLICY: NO REFUND 5 OR LESS BUSINESS DAYS PRIOR TO THE EXAM DATE.</b>  A REFUND OF \$150 (\$75 if retest only) IF CANCELLATION IS MADE 6 TO 10 BUSINESS DAYS PRIOR TO THE EXAM DATE.  <b>Persons with Disabilities:</b> If you have a disability that may impact your participation in this certification session, contact Mary Beare at <a href="mailto:mbeare@aci-carolinas.org">mbeare@aci-carolinas.org</a> at least 8 weeks before the exam date for information regarding accommodations.
<input type="checkbox"/> NON-MEMBER WRITTEN RE-TEST	\$387.00	\$457.00	
<input type="checkbox"/> MEMBER PERFORMANCE RE-TEST	\$317.00	\$387.00	
<input type="checkbox"/> NON-MEMBER PERFORMANCE RE-TEST	\$387.00	\$457.00	