



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 – 2025

### SCHEDULE

<p><b>CHARLESTON</b>    <b>FULL</b></p> <p><b>CHARLOTTE</b>    <b>FEBRUARY 19</b></p> <p><b>COLUMBIA</b>    <b>FULL</b></p> <p><b>RALEIGH</b>    <b>APRIL 23</b></p> <p><b>GREENVILLE, SC</b>    <b>MAY 21</b></p>		<p><b>CHARLESTON</b>    <b>SEPTEMBER 10</b></p> <p><b>CHARLOTTE</b>    <b>OCTOBER 8</b></p> <p><b>COLUMBIA</b>    <b>NOVEMBER 5</b></p> <p><b>RALEIGH</b>    <b>NOVEMBER 19</b></p> <p><b>GREENVILLE, SC</b>    <b>DECEMBER 10</b></p>
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**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>	\$573	\$643	\$323	\$393	\$323	\$393
<b>NON-MEMBER</b>	\$643	\$713	\$393	\$463	\$393	\$463
<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 calendar 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 calendar days before the exam date.

**NO REFUND AND NO TRANSFERS** if cancellation is made 5 or less calendar days before the exam date.

**Cancellations made 11 calendar days or more from the exam date** will receive the cost of the exam minus a \$200 fee for the cost of the book, access code, and processing fee.

**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, access codes for the study video, 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).

**COPYRIGHT ALERT:** If any certification candidate with photocopied workbooks or reference package shows up at any session, copies will be confiscated and reported to the ACI Certification Department. All materials are copyrighted materials of ACI.

**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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## 2025 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 \$ \_\_\_\_\_

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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	\$573.00	\$643.00		Check made out to <i>ACI Carolinas Chapter</i> and mailed with the application to the address above.
<input type="checkbox"/> NON-MEMBER	\$643.00	\$713.00		
<input type="checkbox"/> RE-CERTIFICATION	SAME AS ABOVE FOR MEMBER OR NON-MEMBER			
*If registering less than <u>10-calendar 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	\$323.00	\$393.00	<b>REFUND POLICY: NO REFUND 5 OR LESS CALENDAR DAYS PRIOR TO THE EXAM DATE.</b>  <b>REFUND OF \$150 (\$75 if retest only) IF CANCELLATION IS MADE 6 TO 10 CALENDAR DAYS PRIOR TO THE EXAM DATE. Cancellations made 11 calendar days or more from the exam date will receive the cost of the exam minus a \$200 fee for the cost of the book, access code, and processing fee.</b>  <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 <b>8 weeks</b> before the exam date for information regarding accommodations.
<input type="checkbox"/> NON-MEMBER WRITTEN RE-TEST	\$393.00	\$463.00	
MEMBER PERFORMANCE RE-TEST	\$323.00	\$393.00	
<input type="checkbox"/> NON-MEMBER PERFORMANCE RE-TEST	\$393.00	\$463.00	

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