



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	JANUARY 24	CHARLESTON	SEPTEMBER 11
CHARLOTTE	FEBRUARY 21	CHARLOTTE	OCTOBER 2
COLUMBIA	MARCH 13	COLUMBIA	OCTOBER 30
RALEIGH	APRIL 24	RALEIGH	NOVEMBER 13
GREENVILLE, SC	MAY 22	GREENVILLE, SC	DECEMBER 11

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
MEMBER	\$567	\$637	\$317	\$387	\$317	\$387
NON-MEMBER	\$637	\$707	\$387	\$457	\$387	\$457
RE-CERTIFICATION	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

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.

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, 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!!

CANCELLATIONS MUST BE RECEIVED IN WRITING, WITH THE REASON FOR CANCELLATION, VIA EMAIL TO mbeare@aci-carolinas.org

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 www.aci-carolinas.org

<input type="checkbox"/> MEMBER WRITTEN RE-TEST	\$317.00	\$387.00	REFUND POLICY: NO REFUND 5 OR LESS BUSINESS DAYS PRIOR TO THE EXAM DATE.
<input type="checkbox"/> NON-MEMBER WRITTEN RE-TEST	\$387.00	\$457.00	A REFUND OF \$150 (\$75 if retest only) IF CANCELLATION IS MADE 6 TO 10 BUSINESS DAYS PRIOR TO THE EXAM DATE.
<input type="checkbox"/> MEMBER PERFORMANCE RE-TEST	\$317.00	\$387.00	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 at least 8 weeks before the exam date for information regarding accommodations.
<input type="checkbox"/> NON-MEMBER PERFORMANCE RE-TEST	\$387.00	\$457.00	