

Certification Fee Schedule and Timeline



(FEES EFFECTIVE DECEMBER 1, 2007)

Event	Timeline/Deadline	Fee	Criteria Handbook Reference Page(s)
EXAMINATION EVENTS AND FEES			
Submitting initial application	To avoid ineligibility or a change in eligibility requirements, the application must be received within a specified time after completion of a training program - refer to the Criteria handbook for the specific time frame. COMT candidates will be notified of deadlines for applying for the Performance Test.	\$300 COA/CCOA \$325 COT Multiple-choice \$340 COMT Multiple-choice \$145 Ophthalmic Surgical Assisting \$200 ROUB \$85 COT Skill Evaluation Practice Test \$110 Full Skill Evaluation ¹ \$85 Conditioned Skill Evaluation ² \$145 Full Performance Test ¹ \$90 Conditioned Performance Test ²	8-10
Submitting re-test application for multiple choice exam	Application must be received within 12 months of initial examination date.	\$250 COA/CCOA \$275 COT \$290 COMT \$95 Ophthalmic Surgical Assisting \$150 ROUB	18
Confirmation letters mailed by JCAHPO for computer-administered exams	Within 2 to 4 weeks of receiving an application.		11
Appealing certification ineligibility	Postmarked within 30 days of notification of ineligibility.	\$50	11
Requesting special consideration of eligibility	Note: Special consideration requests may take up to 8 weeks to process.		8
Taking computer-administered exams	Exam must be taken within 90-day eligibility period provided in confirmation letter.		11
Cancelling application ³	Request must be received within 90-day eligibility period.	\$75 (This is the non-refundable portion of the exam fee.)	11
Canceling/rescheduling exam appointment	Prometric must be called by 12 noon Eastern 48 hours prior to exam date.	No-show fee if not canceled/rescheduled within time frame: \$85 Multiple-choice exam \$55 Skill evaluation	11
Extending eligibility period Note: Only one extension of the 90-day eligibility period is allowed.	Request must be received within 90-day eligibility period.	\$50	11
Appealing examination results	Postmarked within 30 days of examination results.	\$50	25
Denied application (Does not meet eligibility requirements or application is incomplete)		No refund will be issued.	10
RECERTIFICATION EVENTS AND FEES			
Mailing of recertification applications by JCAHPO Note: It is the candidate's responsibility to comply with recertification procedures and deadlines even if they do not receive an application.	Approximately 6 months prior to recertification date.		21-25
Recertification application returned by certificant to JCAHPO for processing	Postmarked on or before the last day of the last month in recertification cycle.	\$115 COA, COT, COMT, SA, CCOA \$135 ROUB Note: In the event the certificant wishes to recertify by re-testing in lieu of continuing education, an examination application must be submitted and the examination fee must be paid instead of the recertification fee - see above for fee information.	21-25
Submitting recertification application during the first 12 months after the recertification date	Postmarked within 12 months of recertification date.	\$85 late fee	24
Appealing recertification denials	Postmarked within 30 days of denial.	\$50	25
Cancelling recertification application		\$50 (This is the non-refundable portion of the recertification fee.)	
Denial of recertification application (Does not meet eligibility requirements or application is incomplete)		No refund will be issued.	25
EVENTS AND FEES APPLICABLE TO BOTH EXAMINATION AND RECERTIFICATION			
Declined credit card transaction or receipt of non-sufficient funds (NSF) check		\$25	10

¹A full practical exam is one in which all of the required skill/performance areas must be completed.

²A conditioned practical exam is a repeat administration in which the candidate is required to complete only a subset of the required skill/performance areas.

³Candidates who cancel applications must reapply (and meet current eligibility requirements) if they wish to pursue certification in the future. In the event a candidate already has an exam appointment and wishes to cancel an application, the candidate must contact Prometric to cancel their appointment in addition to canceling the application through JCAHPO. Failure to cancel the appointment will result in the assessment of a no-show fee.

Exam Sites for Computer-Administered Exams

JCAHPO's computer-administered examinations (multiple-choice and computer-simulated Skill Evaluation) are administered at Thomson Prometric Test Centers. The listing below is current as of August 2007 and is subject to changes without notice. Check either JCAHPO's or Thomson Prometric's Web site for a current list (<http://www.jcahpo.org> or <http://www.prometric.com>).

ALABAMA

Birmingham
Decatur
Dothan
Mobile
Montgomery

ALASKA

Anchorage

ARIZONA

Casa Grande
Flagstaff
Goodyear
Phoenix
Tempe
Tucson

ARKANSAS

Arkadelphia
Fort Smith
Little Rock

CALIFORNIA

Alameda
Anaheim
Camarillo
Culver City
Diamond Bar
Fair Oaks
Fremont
Fresno
Gardena
Glendale
Lake Forest
Rancho Cucamonga
Redlands
Sacramento
San Diego
San Francisco
San Jose
Santa Rosa
South San Francisco
Van Nuys

COLORADO

Colorado Springs
Grand Junction
Greenwood Village
Longmont

CONNECTICUT

Glastonbury
Hamden
Norwalk

DELAWARE

New Castle

DISTRICT OF COLUMBIA

Washington, D.C.

FLORIDA

Boca Raton
Coral Springs
Davie
Fort Myers
Gainesville
Jacksonville

Maitland
Miami
Sarasota
Tallahassee
Tampa
Temple Terrace

GEORGIA

Athens
Atlanta
Augusta
Columbus
Macon
Marietta
Savannah
Valdosta

HAWAII

Honolulu

IDAHO

Garden City
Pocatello

ILLINOIS

Carterville
Champaign
Chicago
Deerfield
Homewood
Lombard
Peoria
Springfield
Sycamore

INDIANA

Carmel
Evansville
Fort Wayne
Indianapolis
Lafayette
Merrillville
Mishawaka
Terre Haute

IOWA

Ames
Bettendorf
Cedar Rapids
Sioux City
West Des Moines

KANSAS

Hays
Overland Park
Topeka
Wichita

KENTUCKY

Lexington
Louisville

LOUISIANA

Alexandria
Baton Rouge
Bossier City
Metairie

MAINE

Bangor
South Portland

MARYLAND

Baltimore
Bethesda
Columbia
Lanham
Salisbury
Towson
Woodlawn

MASSACHUSETTS

Boston
Brookline
Burlington
East Longmeadow
Lowell
Worcester

MICHIGAN

Ann Arbor
Grand Rapids
Lansing
Livonia
Sault Ste Marie
Troy

MINNESOTA

Arden Hills
Duluth
Edina
Rochester
Woodbury

MISSISSIPPI

Jackson
Tupelo

MISSOURI

Ballwin
Creve Coeur
Jefferson City
Lee's Summit
Raytown
Springfield
St. Joseph

MONTANA

Billings
Helena

NEBRASKA

Columbus
Kearney
Lincoln
Omaha

NEVADA

Las Vegas
Reno

NEW HAMPSHIRE

Concord
Portsmouth

NEW JERSEY

Clark
Deptford
Fair Lawn
Toms River
Trenton
West Orange

NEW MEXICO

Albuquerque
Las Cruces
Santa Fe

NEW YORK

Albany
Brooklyn
Buffalo
East Syracuse
Melville
New York City
Poughkeepsie
Queens/Rego Park
Rochester
Utica
Vestal
Watertown
White Plains

NORTH CAROLINA

Asheville
Charlotte
Greensboro
Greenville
Raleigh
Wilmington

NORTH DAKOTA

Bismarck
Fargo

OHIO

Cincinnati
Dayton
Groveport
Maumee
Mentor
Niles
Stow
Strongsville
Troy
Worthington

OKLAHOMA

McAlester
Oklahoma City
Tulsa
Woodward

OREGON

Eugene
Portland

PENNSYLVANIA

Allentown
Clarks Summit
Conshohocken
Erie
Harrisburg

Lancaster
Monroeville
Philadelphia
Pittsburgh
York

RHODE ISLAND

Warwick

SOUTH CAROLINA

Aiken
Charleston
Columbia
Florence
Greenville
Rock Hill

SOUTH DAKOTA

Rapid City
Sioux Falls

TENNESSEE

Chattanooga
Clarksville
Cordova
Franklin
Knoxville
Madison

TEXAS

Abilene
Amarillo
Austin
Beaumont
Bedford
Corpus Christi
Dallas
El Paso
Greenspoint
Houston
Kingwood
Lubbock
McAllen
Midland
San Antonio
Tyler
Waco
Wichita Falls

UTAH

London
Saint George
Salt Lake City
Taylorsville

VERMONT

Williston

VIRGINIA

Alexandria
Bristol
Fairfax
GlenAllen
Lynchburg
Newport News
Roanoke

WASHINGTON

Mountlake Terrace
Puyallup
Spokane

WEST VIRGINIA

Charleston
Morgantown

WISCONSIN

Brookfield
Madison

WYOMING

Casper

U.S. TERRITORIES

GUAM

Hagatna

PUERTO RICO

Guaynabo

U.S. VIRGIN ISLANDS

Christiansted

CANADA

Burnaby
Calgary
Edmonton
Halifax
Hamilton
Kitchener
London
Montreal
Ottawa
Saskatoon
St. Johns
Toronto
Winnipeg