

Scheduling Your Examination

When approved, you are authorized to sit for the exam at the dates posted above. You will receive an e-mail with instructions on how to register for the exam. You will also receive an “Authorization to Test (ATT)” e-mail that contains your unique 20-character Candidate Identification Number. You will need this number in order to schedule your exam. You must bring your confirmation e-mail in either printed or electronic form to the test site.

The IGP certification exam is now offered year round. Once you have been notified that you are eligible to take the exam, you must schedule and take it anytime in your 12 month authorization period. If you do not take your exam in the initial 12 month period, you will have to reapply and pay the full application fee.

You may schedule online or by phone.

To schedule online, go to <http://www.pearsonvue.com/igp> and click **Schedule Online**. You will be prompted to create a login and password and then to schedule your exam.

To schedule by phone, go to <http://www.pearsonvue.com/igp> and click **Schedule By Phone** to find the phone number and hours of operation for the call center for your country. When you call, a customer-service agent will help you find the testing centers nearest you.

Schedule your exam as soon as possible after your application is approved. Your authorization will be valid for 12 months from the date of approval; after that you will need to reapply and pay new application and exam fees. Retest fees are \$250.

Cancellations, No-Shows, and Rescheduling the Exam

You may cancel your scheduled exam (by phone or online) without penalty up to 24 hours before your appointment. You may make a new appointment without incurring a fee at the time you cancel or at some other time.

If you do not show up for your exam appointment and have not given the 24-hour notice, you will be considered a no-show. Likewise, you will be considered a no-show if you show up late and are not admitted, if you fail to present adequate identification, or if you refuse the nondisclosure agreement. You will be allowed to schedule a new test appointment upon paying the retest fee.