



CCEMTPsm/PNCCTsm RETEST PROCEDURES (effective April 15, 2013)



- **Students may retest two (2) times within 12 months of the initial exam date.** Subsequently, will be required to repeat the entire course.
- **There is a \$75 fee to retest each time.** The check should be made payable to “UMBC” and mailed to:

**DEPT. OF EHS/PACE
UMBC – AC IV RM. 308
1000 HILLTOP CIRCLE
BALTIMORE MD 21250**
- Students are encouraged to reschedule a retest within a month of the initial exam.
- A list of upcoming CCEMTPsm test dates and locations throughout the nation may be found on our website: <https://ehspace.umbc.edu/ccemtp/UpcomingCourses.php>
- A list of upcoming PNCCTsm test dates and locations throughout the nation may be found on our website: <https://ehspace.umbc.edu/pncct/UpcomingCourses.php>
-
- IT IS THE STUDENT'S RESPONSIBILITY to contact the course coordinator at the location where you wish to retest. This information is listed on our CCEMTPsm website.
 - Make sure the course coordinator has room to accommodate you during their final exam and if there is a re-test fee for the site.
 - Once the course coordinator approves you to sit for the exam at their site, you must contact **EHS PACE AT LEAST TEN (10) DAYS PRIOR TO THE REQUESTED EXAM DATE** to arrange a retest packet be sent to the site. EHS PACE may be contacted at 410-455-6241, 410-455-6713 (fax) or email ehspace@umbc.edu.
 - Students are encouraged to re-contact the site coordinator the day prior to the exam to confirm the exact time and location of the exam.
- The student may also contact EHS PACE to arrange a retest at UMBC during normal working hours Monday-Friday, 9:00 am – 5:00 pm (excluding UMBC holidays).
- The student may also request to retake the final exam at a conference where we may be displaying or attending.
 - Typically UMBC sends employees to the CCTMC, AMTC and the ITLS Conferences. The student must contact EHS PACE for clarification on the shows we are attending.
- If you are missing a course prerequisite, you will be allowed to retest and you will be informed as to whether or not you passed the exam. However, you will not receive your grade or certificate packet until the missing card is submitted to UMBC.

