

## COE Examination Timeline and Fees

CERTIFICATION	DETAILS	FEE
Submit application	90-days to schedule and sit for exam	\$250 ASOA member \$550 nonmember
Application processing by ASOA	2-4 business days	
Application to JCAHPO	5-7 business days	
Confirmation letter mailed to applicant by JCAHPO	Within 1 to 2 weeks of receiving an application	
Canceling application	Request must be received within the 90-day eligibility period	\$50
Canceling /rescheduling exam appointment	Test vendor must be contacted at least 30 business days prior to the scheduled appointment to avoid a fee. If cancelled or rescheduled 5-29 business days prior to the appointment, test vendor will collect \$25. Applies if cancelled 5 days prior to appointment	\$95 No-show fee \$25 cancel/reschedule
Extending eligibility period. Note: only ONE 30-day extension of the 90-day eligibility period	Request must be received within the 90-day eligibility period	
Appealing examination results	Postmarked within 30 days of examination results	
Denied application	Does not meet eligibility requirements or application is incomplete	\$50 Administrative processing fee
RECERTIFICATION TIMELINE AND FEES		
Email and written recertification reminders from ASOA	1 year, 9 months, 6 months, 2 months, and 1 month prior to recertification date. Note: It is the candidate's responsibility to comply with recertification procedures and deadlines even if they do not receive a reminder.	
Recertification application submitted by COE to ASOA for processing	Postmarked on or before the last day of the last month in recertification cycle	\$100 ASOA member \$150 nonmember
Submitting recertification application during the first 12 months after recertification deadline	Postmarked within 12 months of recertification date	\$100 late fee in addition to recertification fee