



CERTIFICATION EXAM FORM

Please fill out completely and fax to
Julia Lowder at 847.967.5066

Date: _____ Campus: _____ Program Name: _____ Grad. Date: _____

First Name: _____ Last Name: _____

Email: _____ Phone: _____

Exam Name: _____ Exam Number: _____

When are you planning to take the exam?

Date Planned _____

Did you use the Self Test Software? Yes No If YES, what was the grade received? _____

CSI will pay for a student's certification when the following qualifications are met:

1. Student account must be paid in full*.
2. Student must have completed at least 90% of his/her training in area where exam is sought.
3. Vouchers must be redeemed within 30 days of issue date. Copies of certification testing transcripts must be given to CSI Registrar.
4. Title IV students:
 - a. Vouchers will be issued at the completion of the course module.
 - b. If the student is receiving partial financial aid making monthly payments, at least 50% of the balance must be paid in timely, consecutive payments.

Certification exam must correlate with program of study.

*If student account is not paid in full, the student can pay for the exam him/herself. Once tuition is paid in full, submit the receipt for the exam and CSI will reimburse the cost of the certification exam. Title IV students please see #4.

<i>For Office Use Only</i>		
Exam Voucher Issue Date		
Issued By:	Name	Signature
Comments:		