

HPCC TRANSFER ELIGIBILITY APPLICATION

Transfer to the Next Testing Window

Directions: This form is to be used to transfer scheduled, registered, or locked-out exams. Select which type of transfer you are applying and email the completed form to ampexamservices@psionline.com. Please refer to the Transfers section for more details.

Note: It may take 7-10 business days for PSI to process the transfer application. Once processed you will receive an email with instructions on how to schedule your exam and pay the transfer fee (if applicable).

Scheduled Exam

☐ I scheduled an HPCC exam in the current testing window and paid the initial application fee. I understand I must complete this application and pay a \$110 transfer fee for a (one-time) transfer to the next testing window.

Registered for Exam

☐ I registered for an HPCC exam in the current testing window but have not scheduled or paid the exam fee. I am applying to transfer my application to the next testing window. I understand that my application will only move to the next testing window, and I will still be responsible for paying the initial examination fee.

LRP Testers- Locked Out of Account

☐ I was scheduled to take an LRP exam outside of HPCC's regular office hours (8:00 am – 4:00 pm EST) and cannot access my exam due to the inability to log in. I would like to reschedule my exam for the current testing window (if dates are available) or transfer to the next test window. I understand that my application will only move to the next testing window, and I may only transfer my scheduled exam once. Further, I understand I am responsible for ensuring I have access to my HPCC account before the day of the exam, and if I have a second lockout on the day of my exam resulting in my inability to test, my exam and fees will be forfeited.

Candidate ID #

Last Name

First Name

MI

Home Street Address or PO Box

City

State

Zip Code

Home Phone

Work Phone

Cell Phone

Email Address (required)

Please note: The \$110 transfer fee will be reflected on the "payment" screen as the last step when scheduling the exam. If the incorrect exam fee is applied, please clear the browser's cache and cookies or contact PSI Customer Service at (833) 256-1422.