

Live Remote Proctoring (LRP) Rules and Requirements

****Candidates must review the [Candidate Handbook](#) prior to scheduling an exam.**

All CCIFP candidates who schedule an exam via LRP must agree to the following policies and procedures for the day of the test. Please carefully read the rules and notices below regarding your exam. Exam fees are non-refundable and non-transferable. Your application will be invalid, you will **NOT** be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not schedule and take your exam within two weeks of approval.
- Do not cancel your appointment at least 48 hours before the scheduled examination date.
- Do not perform the required system checks prior to the start of your exam.
- Do not begin your examination at the examination start time.
- Do not present proper identification when begin your exam.
- Do not agree to the required room scans or security checks.
- Do not follow all prescribed procedures during the exam.

The following security procedures will apply during the examination:

- You may not have any reference or study materials in the examination room with you.
- You may not use more than one monitor.
- You may not exit the building during the examination.
- You must submit to all camera scans of the exam environment.
- Cell phones, tablets, pagers, and additional people including children are never allowed in the examination site. A cell phone or tablet is permitted for use as a secondary camera only.
- No smoking or eating will be allowed during the examination. Water must be in a clear bottle or glass (i.e. no labels).
- You may not attempt to copy or remove any content from the exam (this includes scratch paper), attempt to reproduce exam questions, or discuss questions on the exam with anyone else after the exam. Distributing examination content may disqualify examination results and lead to legal action under copyright laws.
- You must provide a valid government-issued photo ID and another valid ID that has a matching signature to the name on the government-issued ID for the signature portion of the verification of ID. Photocopies, temporary government IDs, or military IDs are NOT accepted for the government-issued ID. All identification provided must match the name on your CCIFP application.

Failure to provide ALL the required identification on the exam day is considered a missed appointment. You will not be able to take the examination at that time and you will forfeit your examination fees.

You may request a two week extension for an examination extension fee of \$150.

NOTE: If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your education verification, your examination registration form, and your 2 forms of identification.