



## **Certification Exam Instructions**

You are about to take a standardized Occupational Hearing Conservationist online examination.

### **Before Beginning**

- We recommend that you close out of all other applications except for the link to this exam.
- Please make sure you are using Google Chrome, Mozilla Firefox, or Safari, **Microsoft Explorer is not supported.**
- Make sure you have a good internet connection.

### **During the Exam**

- You will have **60 minutes** to complete the certification exam. **The time will not stop once you start the exam.**
- If for some reason you must leave the exam before completion, the timer will continue and all answers submitted within the 60 minute timeframe will be counted as an attempt.
- Please review each question and corresponding answers carefully before submitting your response.
- You should select the best answer of the four options based on the information you have learned during the course. If you have questions or find a question confusing, please use your best judgment to answer the question.
- Your Course Director cannot view the test questions or assist you in any way during the exam period.
- If you are unsure of an answer, you may “flag” the question and return to it later.
- If you wish to change your answer, you may do so, as long as it is within the 60 minute timeframe.

- After you have completed the examination, it is recommended that, time permitting, you review each question carefully to ensure all questions were answered.
- When you have completed your review, submit your exam attempt by clicking “submit attempt.”

### **After the Exam**

- You will be notified of your exam results within 24 business hours.
- If you pass the exam you will be provided with instructions as to how to download a copy of your certificate.
- You are allowed three attempts to take the exam. If you do not pass your first attempt, you may take your second attempt at no additional cost. If a third attempt is necessary you will be charged a fee of \$75.
- To schedule your second attempt please contact the CAOHC administrative office.
- If you do not pass the exam after the third attempt, you will be required to retake the certification course.