



## Certification Exam Policy

### Overview

The Certification Exam Policy is set by NCPDP® and as such, NCPDP reserves the right to change this policy without notice.

NCPDP offers computer based testing (CBT) as its testing method. You have the option to take your exam during one of NCPDP's Quarterly Work Group Meetings, at a Kryterion Testing Center location, or you may take the exam as an Online Proctored test from your own computer with Internet access and an external webcam meeting minimum requirements. You can schedule any of the above testing delivery options at a time convenient to you.

### Who Can Take the Exam

- Participants are not required to be members of NCPDP.
- Although there are no pre-requisites to testing, the knowledge required to prepare for the exam can be obtained by participation in the NCPDP Work Group Meetings, by attending the NCPDP educational webinars/summit, by field work dealing using NCPDP standards, or by self-study of the applicable material (dependent upon each exam). A combination of the aforementioned is recommended to prepare for the test.

### When/Where

- Participants may test at the Educational Summit (1 time yearly).
- Participants may test at Work Group Meetings (4 times yearly).
- Participants may take a computer based test from their computer with Internet access and an external webcam meeting minimum requirements (scheduled at your convenience).
- Participants may take a computer based test at Kryterion Testing Center locations (scheduled at your convenience).
- Testing is not available at NCPDP Headquarters.

Exam results shall be maintained by NCPDP at the NCPDP Headquarters in Scottsdale, AZ and a directory of certified persons will be maintained on a public page of the NCPDP website.

Participants taking computer-based tests see their results displayed immediately on the computer screen. This includes pass/fail as well as scoring results for each topic tested. For passing participants, an official certificate will be mailed within 2 weeks of the test date.

**NOTE:** In order to protect the integrity of the certification exam, participants will NOT be allowed to review their test once it is submitted.