



BCIA Special Exam Registration

BCIA policies allow individuals pursuing certification to take the written exam using a proctor at a university or public library. *Proctors must be an administrative employee who provides these services as part of their duties and has no clinical health care background that could ever lead to BCIA certification.* **Applicants must file their application, be pre-qualified candidates, pay an additional fee, as well as any fees charged by the testing facility. It is the responsibility of the test taker to make the arrangements with the proctor. All proctors must have an appropriate work-related email address.**

BCIA requires the following information submitted **2 weeks** prior to the proposed exam. *International exams are online only.* For paper/pencil exams, *please note that the mailing address to the proctor must be a street address in lieu of a post office box.* BCIA offers individual administration of the exam at the Arvada, CO office at a time agreeable between the candidate and staff at no additional charge.

Name:	Email:
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- Exam:** Biofeedback Neurofeedback Neurofeedback TECH Neurofeedback in Spanish
 PMDB HRV Cert of Completion HRV Certification

Date of Scheduled Exam:	Time:
Contact Person:	
Testing Facility:	
Street Address:	
City, State, Zip:	
Phone: ()	Email:

- Special Exam Format:** Online Paper/Pencil Written exam at Arvada Office – No charge
 Online Proctoring Using ExamRoomAI – Write “ExamRoomAI” in Testing Facility Above

Please note: ONLINE EXAMS ARE ONLY OPEN FOR 3 HOURS AND MUST BE COMPLETED ON THE FACILITY’S COMPUTER—NO PERSONAL LAPTOPS MAY BE USED. YOU HAVE ONLY 1 ATTEMPT.

Security: Cell phones, laptops, or study materials will not be permitted inside exam sites.

Fees: **All applicants must pay all required fees prior to scheduling the exam.** Fees may be paid by check or credit card to BCIA in US funds. **All fees are non-refundable.**

Biofeedback, Neurofeedback & HRVB Fees		PMDB Certification Fees	
Application Filing Fee	\$150	Members of SUNA, APTA, AOTA, AAPB, WOCN, etc.	\$245
Certification Fees	\$275		
Special Exam Online	\$50	Non-affiliated Professional	\$295
Special Exam Online ExamRoomAI	\$25	Special Exam Paper/pencil	\$100
Special Exam Paper/Pencil	\$100	Special Exam Online	\$ 50
CPE Application Filing Fee	\$175	Special Exam Online ExamRoomAI	\$25
CPE Certification Fee	\$250	CPE Special Online Exam	\$ 25
CPE Special Exam Online	\$25	Exam Retake for entry level	\$100
Exam Retake for entry level	\$100	Cancellation Fee	\$25
Cancellation Fee	\$25		