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EXAMINATION ORDER for CERTIFICATE MEMBER (CM) EXAMINATIONS CONDUCTED at CHAPTER LEVEL

CHAPTER OFFICER/EDUCATIONAL CHAIRMAN:
Complete this form then fax or mail it to International Headquarters 30 days prior to the appointed date of examination. The exam must be conducted in accordance with the **Operational Policy, Education, Training and Testing**.

Date of Application: _____ (M-D-Y) Date of Examination: _____ (M-D-Y)

Chapter Name: _____ Chapter Number: _____

Requested by: _____ (Name), _____ (Office held)

May be Contacted by:

Phone: _____ Fax: _____ E-Mail: _____

Examinations will be sent to the **Registered CM Monitor** named here.

Name: _____ Phone: _____

Address: _____ Fax: _____

City/State _____ E-Mail: _____

Zip/Postal Code _____

	EXAM TYPE	**QUANTITY**
CM	**CERTIFICATE MEMBER**	_____

ALL exams and exam related materials, both used and unused, must be returned to International Headquarters immediately following the examination; exams must be shipped by a trackable carrier (i.e., Fed-Ex, UPS, etc.)

Starting July 1, 2009, there is a $25 fee per examination.

Exams ordered less than 7 business days in advance may be subject to a rush fee. This fee will be in addition to any expedited freight charges and will be billed to the ordering Chapter.

For International HQ Use Only

Quantity Shipped	Date Shipped	Shipped By	Date Returned	Quantity Returned	Comments