

CIH EXAMINATION SCHEDULING FACT SHEET



Scheduling Your Appointment

Your examination fee must be paid before you will be able to schedule an examination.

You will not appear in Prometric's computer file of approved examinees until your examination fee has been paid.

To ensure that you obtain the location and date you prefer, you should call Prometric immediately or go online to schedule an appointment. You must schedule your exam at least 9 calendar days prior to the end of the testing window to be able to sit for the exam.

You will need to provide the following information when scheduling your appointment:

- Your name
- Your identification number (listed in the Authorization to Test letter)
- A daytime telephone number
- The name of the examination sponsor (ABIH) and the examination you are taking (CIH)

Schedule Online: We recommend that you schedule your appointment online, since it is a faster and more efficient process. Go to www.prometric.com/abih. You must have an email address to schedule online. If you schedule online, you will receive email confirmation of your appointment.

Schedule by Phone: If you are scheduling by phone in North America, call Prometric's Customer Service Contact Center (CSCC) at (800) 800-1123. Operators are available from 8 a.m. to 8 p.m. (Eastern Time) Monday through Friday. Please note that you will not receive written notification concerning your appointment if you schedule via telephone. If you are an international examinee, please check the Prometric website for the country specific [telephone numbers](#)

Confirmation Number: When you schedule your appointment either by telephone or online, you will receive a confirmation number. Make sure you keep a record of your confirmation number and appointment information. You will need your confirmation number if you want to confirm, reschedule, or cancel your appointment.

Test Site Location

You may take your examination at Prometric Testing Centers (PTC) in the United States, Canada, Puerto Rico, Guam, U.S. Samoa, the Virgin Islands, and internationally.

Determine the best PTC location for taking your examination by selecting Locate a Test Center on Prometric's website, www.prometric.com/abih.

- When scheduling your appointment, you should confirm the address of your test center and obtain directions.
- You may obtain directions to the PTC at Prometric's website or by calling Prometric's Customer Service Contact Center.

Examination Window

The candidate must test during the window for which he or she is approved.

- The Spring testing window opens on April 1 and closes on May 31.
- The Fall testing window opens October 1 and closes November 30.

Confirming Your Appointment

It is your responsibility to verify that you have been scheduled for the date, time, and place you have requested. You may confirm your appointment in two ways.

- Call (800) 800-1123 or the applicable [international number](#) and select the option for confirming your appointment.
- Confirm your appointment online at www.prometric.com/abih.

You can confirm your appointment online even if you scheduled your appointment via telephone.

Examination Day

- What to Bring:** Plan to arrive at the test center at least 30 minutes prior to your scheduled exam time. Be sure to bring these three items:
1. Your Authorization to Test (ATT) letter from the Board.
 2. Your current, valid, government-issued photo identification document with a signature (e.g., driver's license or passport). Security measures, including the capture of a digital fingerprint and information from your identification (including an image of your photo), will be implemented.
 3. An approved calculator from the list below.

If you do not provide the required identification or fully participate in the identity validation process during check-in and breaks, you will not be permitted to test, and you will forfeit the testing fees.

Approved Calculators for the Exam: Examinees may bring one or two **nonprogrammable** calculators selected from the approved list below. Any calculator within the series listed in the information provided to candidates is acceptable. Not all models within a series are listed because of the variety and the model changes that take place. For example, the listing of a Texas Instruments TI-30 as "approved" means that such models as the TI-30X, TI-30Xa, TI-30XII, TI-30XII S are all acceptable. The Prometric instructions to their staff indicate this, so the person checking you in at the Prometric test center will be aware that these are acceptable calculators.

Approved Calculator List

- Casio – Models FX-115, FX-250, FX-260, FX-300, FX-350 and FX-991
- Hewlett-Packard – Models hp-9S, hp-10S, hp-30S, and hp-300S. **hp-9G is not acceptable.**
- Texas Instruments – Models TI-30, TI-34, TI-35, and TI-36

Do Not Bring: The test center will provide materials for working out calculations. In addition, the ABIH Equation Sheets and plates from the ACGIH *Ventilation Manual* will be available on the computer on which you are taking your exam. (Click on the Reference button.)

The examinee may bring no other items into the examination room. These banned items include but are not limited to:

- cellphones
- pagers
- watches
- books and manuals
- notes or reference materials
- PDAs or other electronic devices
- food and drinks

Canceling, Rescheduling, and Missed Exams

If you need to cancel, delay, or change your examination location, you must do so at least 48 hours in advance of your scheduled exam. You may cancel or reschedule by calling (800) 800-1123 or the applicable [international number](#). You will need to provide your confirmation number.

If you miss your examination appointment, you will not be rescheduled and you will forfeit the testing fees.

If you are late for your examination appointment, you may not be admitted. Late admission is at the discretion of the Prometric testing center.

If you decide to delay your examination to a future examination window, please consult your Authorization to Test letter for reapplication details.

Problems with Prometric Scheduling and Testing

Call ABIH at (517) 853-5763 if you encounter either of the following problems:

- You cannot schedule an exam because the Prometric operator does not have a file with your name and identification number.
- You arrive at your scheduled examination appointment but are unable to test due to Prometric technical or personnel difficulties.