

(Revised: 3/27/2019)

Texas Certification Exam Request for Exam Regrade or Peer Review Request Form

Submit form with fees to: TCRA – Testing Advisory Council
PO Box 2379, Athens, TX 75751
or email: tcrahq@embarqmail.com

- You may request a regrade of the Oral and/or Written Knowledge portion of the exam for a fee of \$35. **Requests for regrades reviews must be received (not postmarked) no later than 20 days after the regrade results were issued to the examinees.**
- You may request a peer review of your Oral exam. Requests for peer reviews **must be received (not postmarked) no later than 20 days after the regrade results were issued to examinees.** Reviews are not granted to those who have not received regrades, nor are they granted for those who took the written portion of the exam.
- **Fees must be in the form of** a check, cashier's check or money order and made payable to the TCRA – Testing Advisory Council. You may also pay with a credit card. We accept American Express, Discover, Mastercard and Visa.
- Please contact TCRA at 903-675-1806 or tcrahq@embarqmail.com for additional details or questions.

File No.:	Test Date (mm/dd/yyyy):
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Name:	Address:
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Phone No.:	City, State, Zip:
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Email:

I am requesting a Regrade for the:	
Oral Exam: <input type="checkbox"/> (\$35)	Written Exam Only: <input type="checkbox"/> (\$35)

I am requesting a Peer Review for the:
Oral Exam: <input type="checkbox"/>
You may request a peer review of your Oral exam. Requests for peer reviews must be received (not postmarked) no later than 20 days after the regrade results were issued to examinees. Reviews are not granted to those who have not received regrades, nor are they granted for those who took the written portion of the exam.

_____	_____
Date	Signature

Credit Card Payment Information:	
Credit Card Number:	Expiration Date:
Billing Address:	Zip Code:
Cardholder's Name:	3-digit Security Code:
Cardholder Signature:	

***Refund Policy** -Written requests (either by mail or email) for a refund must be postmarked or emailed by the registration cut-off date (30 days prior to the exam). No refunds will be given to requests received after the deadline or for "no-shows." Fees may not be applied to a future exam.