



Certified Pommelier Exam Terms & Conditions



Registration

- Registration is subject to availability.
- Registration closes fourteen days prior to the scheduled exam date.
- Registrants must be of legal drinking age at the time they sit for the exam and must have passed the Level 1 Certified Cider Guide exam.
- A picture ID verifying both a candidate's identity and age must be presented when checking in prior to taking the exam.
- Exam registration may not be transferred to another person.

Exam Rescheduling, Timelines, and Fees

Candidates may reschedule their exam pursuant to the following guidelines:

- Up to 30 days before the exam date, registration may be rescheduled for a future exam, or canceled with written notice. Please contact Jennie Dorsey, Cider Education Operations Manager, at jennie@ciderassociation.org.
- Less than 30 days but up to 14 days before the exam date, registration may be rescheduled for a future exam, or canceled, subject to a \$25 administrative fee. Please contact Jennie Dorsey, Cider Education Operations Manager, at jennie@ciderassociation.org.
- Less than 14 days before the exam date, registration may not be rescheduled unless there are extenuating circumstances and must be approved. Supporting documentation may be required. Please contact Jennie Dorsey, Cider Education Operations Manager, at jennie@ciderassociation.org for approval. Rescheduling is subject to a \$25 administrative fee.
- If you fail to attend your originally scheduled exam without prior notification and approval, your exam fee will be forfeited and you will need to pay the full exam fee to take the exam in the future. If your failure to attend is due to extenuating circumstances, please contact Jennie Dorsey, Cider Education Operations Manager, at jennie@ciderassociation.org. Supporting documentation may be required.
- Exam rescheduling is subject to availability

Exam Accommodations

The Certified Cider Professional Program is committed to serving test takers with disabilities or health-related special needs and candidates whose first language is not English by providing services and reasonable accommodations that are appropriate given the purpose of the test.

All test takers requesting accommodations must email Jennie Dorsey, Cider Education Operations Manager, at jennie@ciderassociation.org for approval of their request prior to registering for the exam. Your request should be submitted as early as possible, especially if you are requesting an alternate test format. Supporting documentation may be required.

Examples of possible accommodations include: an English to native language dictionary, extended testing time, large print exam papers, and a printed copy of spoken communications made by the exam proctor during the exam.

If we approve your request for accommodation, then you will be able to schedule an accommodated exam. Please do not register for an exam until you receive approval as it may not be possible to accommodate every request.