

## **CEIV Next Steps/Exam Retake Information**

There are several scenarios that may occur after completing the CEIV Exam. Please see below for common next steps. If you do not see your particular scenario noted, please contact us at [education@appraisers.org](mailto:education@appraisers.org) so we may assist you in moving forward.

- **I passed Part One of the exam.**  
Congratulations! So far so good. You may now move on to Part Two of the exam.
- **I passed Part One and Part Two of the exam.**  
Excellent News! You have now completed the course and exam requirement of the CEIV credential. If you have met all of the other education and experience requirements, you are now ready to complete your CEIV Online Application.
- **I failed Part One of the exam.**  
Sorry. Please move forward with Part Two; however you will need to retake Part One at a later time. Please see the CEIV Exam Retake Application below for all the details.
- **I passed Part One but failed Part Two.**  
You will need to retake Part Two only. Please see the CEIV Exam Retake Application below for all the details.
- **I failed Part One but passed Part Two**  
You will need to retake Part One only. Please see the CEIV Exam Retake Application below for all the details.
- **I failed both Part One and Part Two.**  
“If at first you don’t succeed, try, try, again.” You will need to retake the whole CEIV Exam Parts One and Two. Please see the CEIV Exam Retake Application below for all the details.
- **Which retake exam do I need? The 1<sup>st</sup> or 2<sup>nd</sup> retake exam?**  
Please refer to the CEIV Exam Retake Application below for all the exam retake details. If this is your first time retaking the CEIV exam (or part of the exam) be sure to select your retake exam from the “CEIV FIRST RETAKE” section of the form. If this is your second time retaking the CEIV exam (or part of the exam), please select your retake exam from the “CEIV SECOND RETAKE” section on the form.
- **What is the number of times the exam may be taken?**  
The exam may be taken up to three times within a cycle. After each third attempt, a mandatory “cooling off” period of at least ninety days will be required. During that time, your course status will be reset, and you will need to retake the ASA CEIV course before becoming eligible to re-sit for the exam. You may re-take the exam a total of six times (or two cycles). If you do not pass after the 6th attempt, you will need to wait one year from the date of your last re-take to try again.

# CEIV (BV401) Exam Retake Application



Member number \_\_\_\_\_

Name (Mr./Ms./Mrs./Dr.) \_\_\_\_\_  
(Circle one)

Company name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

I would like to retake the exam for \_\_\_\_\_  
(Name of course)

## CEIV FIRST RETAKE:

- CEIV Exam 1st Retake (Part 1 and 2) \$220
- CEIV Exam 1st Retake (Part 1 Only) \$110
- CEIV Exam 1st Retake (Part 2 Only) \$110

## CEIV SECOND RETAKE:

- CEIV Exam 2nd Retake (Part 1 and 2) \$220
- CEIV Exam 2nd Retake (Part 1 Only) \$110
- CEIV Exam 2nd Retake (Part 2 Only) \$110

Total Due \_\_\_\_\_

## Select Method of Payment:

- Check    VISA    MasterCard    American Express

Name on card \_\_\_\_\_

Card number \_\_\_\_\_

Signature \_\_\_\_\_

Expiration date \_\_\_\_\_

CVV code (3 digit code on back of card) \_\_\_\_\_

*Please note - standard application processing is 5-7 business days (although we often respond sooner)!*

## Please return this application and payment to:

**Education Department**  
American Society of Appraisers  
2121 Cooperative Way, Ste 210  
Herndon, VA 20190  
Phone: (800) 272-8258 | Fax (703) 742-8471  
**E-mail: [education@appraisers.org](mailto:education@appraisers.org)**

## Retaking the CEIV (BV401) Exam - Which Exam do I Choose?

If you did not successfully pass both Part One or Part Two of the CEIV exam, you will need to choose the retake exam that includes both Parts 1 and 2. Be sure to choose the exam that corresponds to whether this is your first or second retake.

Similarly, if you only failed Part One, your selection will be Retake Exam Part 1 Only and if you failed just Part Two, you will select Retake Exam Part 2 Only. Again you will need to choose the exam that corresponds to whether this is your first or second retake.

To obtain your retake exam, please complete and submit this form along with payment to ASA Headquarters. It may be emailed to [education@appraisers.org](mailto:education@appraisers.org) or faxed to 703-742-8471 (please include ATTN: ASA Education Department on the cover sheet).

## Additional CEIV Exam Information:

The exam may be taken up to three times within a cycle. After each third attempt, a mandatory “cooling off” period of at least ninety days will be required. During that time, your course status will be reset, and you will need to retake the ASA CEIV course before becoming eligible to re-sit for the exam.

You may re-take the exam a total of six times (or two cycles). If you do not pass after the 6th attempt, you will need to wait one year from the date of your last re-take to try again.

After we receive this application, please allow us 5-7 days for processing. Once processed, we will send you instructions on how to access your retake exam.

## Questions?

Contact ASA's Education Department at  
(800) 272-8258 or  
[education@appraisers.org](mailto:education@appraisers.org)