



COLORADO

Department of Public
Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

APPLICANTS **MUST** READ THIS BEFORE ARRIVING AT THE EXAM LOCATION

- Arrive 10 minutes before your appointed time.
- **Do not bring a cell phone, smart watch, or study materials to the exam room.**
- Please show the proctor your **PRINTED exam letter** and *U.S. Government Issued photo ID*.
- **If you do not have your printed exam letter or ID, or you are not registered for the session, you will not be admitted to the exam.**
- Please enter one at a time when called by the proctor.
- Hand the proctor your exam letter. You will be provided an exam, answer sheet and any other materials necessary for your exam. Please take a seat at a table and do not move chairs.
- Please read the Certification Exam Instructions – first page of the exam booklet - before beginning the exam. **THE PROCTOR WILL NOT ANSWER ANY QUESTIONS RELATED TO THE EXAM QUESTIONS, ONLY THE EXAM PROCESS.**
- The current date will be listed on the room's white board. A clock is located in the room.
- When you are finished, take your exam to the proctor's table.

Results of the examination and any certification achieved will be mailed to the address on the applicant's certification application. Please make sure this address is correct when filling out your application. The APCD Lobby remains closed; no ID cards or certificates can be picked up in person. Do not call or email the Division unless more than two weeks have passed from the date of your examination.

Contact the Division by phone or email about your exam: When leaving a phone message or sending an email please provide the following information: your name, the date you took your exam and a phone number where you can be reached during the day.

Do Not Write or Mark in the Exam Books

Certification Exam Instructions

1. **No cell phones, smart watches or study materials of any kind** are allowed in the examination room. If you have any of these with you, please go put them in your car now. Anyone caught with a cell phone, camera, notebook, smart watch, or anything similar will be asked to leave and you will forfeit the exam and your exam fee. In addition, you will not be allowed to take the exam for 60 days.
2. **Restroom breaks: Go before the exam begins. Once you start an exam, you will not be permitted to use the restroom.**
3. **Do not speak** to anyone except the proctor. Anyone caught talking will be asked to leave and you will forfeit the exam and exam fee. In addition, you will not be allowed to take the exam for 14 days. The proctor can only answer general procedural questions, but cannot assist you in any way with a test question. If you need to ask an urgent question during the test, raise your hand. You may be requested to step into the hallway where you can ask your question so as not to disturb others.
4. **Test sessions last for 90 minutes.** Session 1 – 8:30 a.m. to 10:00 a.m.; Session 2 – 10:00 a.m. to 12:00 p.m.; Session 3 - 1:00 to 2:30 P.M. All unfinished tests will be collected and scored as is, with the final grade being official- NO EXCEPTIONS!
5. Write your LAST name, space, FIRST name only; no initials are needed on the green answer sheet (Scantron); then fill in the appropriate bubbles. **DO NOT fill in your SSN.**
6. Fill in the test number, test version and book number located on the front cover of the exam book. This must be done on each of the answer sheets.
7. Scratch paper will be provided for exams involving calculations. If used, print your name on the top of each of your scratch paper.
8. Read the questions all the way through and select the response that best answers the question. Remember, there is only one correct answer, so choose the best answer.
9. **Fill in the answer bubbles completely. If you erase, be sure to erase completely.** Exams are graded by machine, so failure to fill them in completely will result in your exam having to be graded by hand. This will delay the scoring of your exam and the issuance of your certification by up to three weeks.
10. You must achieve a 70% or higher on any exam in order to pass. For the two-part exams: AMS, Project Designer, and Supervisor, you must achieve a 70% or higher on both portions of the exam in order to pass; otherwise, you must retake the portion of the exam not receiving a passing score.
11. **Do not write or mark on the exam books.**
12. **Once you are finished with the exam, pack** up all of your materials (including all used and unused scratch paper) place them back into the colored folder and bring it up to the proctor.
13. You will need to have your picture taken before leaving. You may need to wait a few minutes if the proctor is helping someone else, so please be patient. **To have your picture taken, you must remove all hats, glasses, or other obscuring items (i.e. mask).**
14. After you have completed this process, please quietly exit room.
15. Relax and good luck!

