**FITNESS NB POLICIES AND PROCEDURES**

**MEMBERSHIP AND CERTIFICATION ADMINISTRATION**

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*Policy #: 13002A* **Evaluation and Examination Fees**

*Date approved by Board:* ***May 22, 2014***

**Rationale:** To obtain/maintain FNB certifications members are required to complete written examinations and practical evaluations which are administered through the FNB office. It is necessary to charge a fee that includes the cost of the office administration as well as the examiner/evaluator fee.

**Policy:** The **practical evaluation** fee payable to FNB will be:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Basic Fee** | **HST** | **Total** | **DVD** | **HST** | **Total** |
| All GF specialties | $41.71 | $5.29 | $46.00 | $53.10 | $6.90 | $60.00 |
| PFL | $50.44 | $6.56 | $57.00 | $61.95 | $8.05 | $70.00 |

The **written examination** fees payable to FNB will be:

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Basic Fee** | **HST** | **Total** |
| Challenge exams | $75.22 | $9.78 | $85.00 |
| Exam re-writes | $50.44 | $6.56 | $57.00 |

The FNB fee payable to the evaluator will be:

|  |  |  |
| --- | --- | --- |
| **Description** | **Basic Fee** | **DVD** |
| All GF specialties | $35.00 | $40.00 |
| PFL | $45.00 | $50.00 |
| Written examinations | $30.00/exam | NA |

\*\* A mileage fee of $0.32 per km for any travel by the evaluator/examiner that is a distance greater than or equal to 40 km, round trip will be required.

The total cost of any evaluation or written exam including any mileage, shipping & handling will be the responsibility of the participant.

**Cancellation and DNA Fees**

Cancellations made less than 48 hours prior to the scheduled time of the exam will result in the candidate paying a cancellation fee of $25.00 plus HST.

For a no show (DNA) the candidate will be charged the full fee and the examiner will be paid as per the examiner fees outlined.

Effective Date: **September 1, 2014**