

2009 AAI Retest Information for FAIA Students

Congratulations on completing your AAI exam! We are confident that you will be successful in passing, but just in case this is the information you'll need to retake the test.

1. Please feel free to request an AAI Information Guide, including sample tests that you may find helpful when preparing for the AAI exams. There is no charge for this booklet, it is provided by the Institute. Just email classroom@faia.com and ask for the AAI test guide.
2. If you need further instruction, you are welcome to re-attend any of our AAI classes, prior to retaking your test. FAIA will not charge additional tuition to repeat a class, just **\$40 AAI retest fee**. This is charged to FAIA by the Institute, plus shipping and handling. You must follow the registration instructions below for a retest and pay for the test in advance.
3. Where you feel you need help with specific areas, you may always call or email your FAIA instructors.
4. To schedule your retake exam, please provide the retake fee when ordering the test. You may either send this retake form with a check or money order made out to FAIA or fax this form with your credit card (VISA or MasterCard) information. Our **FAX number is (850) 668-2852** and the **address is FAIA, P.O. Box 12129, Tallahassee, FL 32317**. Your payment and retake form should be received by FAIA **2-3 weeks in advance** of scheduling so we may order the new exam.

Please PRINT ALL information on this page

Full Name		FAIA #	
CC Billing Address			
Email Address			
Which test?		Phone number	
Insurance License #		* Social Security #	

* The Social Security Number is required by the Institute for each retake request.

Retake Date Options/City (Check Appropriate Box)

Altamonte Springs		<input type="checkbox"/> 6/10/09 @ 4 pm	<input type="checkbox"/> 11/5/09 @ 11 am
Ft. Lauderdale	<input type="checkbox"/> 4/1/09 @ 4 pm	<input type="checkbox"/> 8/26/09 @ 11 am	<input type="checkbox"/> 12/2/09 @ 11 am
Maitland	<input type="checkbox"/> 2/12/09 @ 11 am		
Sarasota	<input type="checkbox"/> 3/24/09 @ 4 pm	<input type="checkbox"/> 8/12/09 @ 11 am	<input type="checkbox"/> 9/30/09 @ 11 am
West Palm Beach	<input type="checkbox"/> 3/26/09 @ 4 pm	<input type="checkbox"/> 7/8/09 @ 11 am	<input type="checkbox"/> 11/18/09 @ 11 am

Or to re-attend class & retake test:

City	Test	Date

Credit Card #: _____ Exp. Date _____

Name on Credit Card: _____ V-Code: _____

If you don't pass by the third attempt, we will require that you repeat the class before you try again. There will be no tuition charged for the classroom instruction; the only fee will be the retake fee from The Institutes. **If the procedures above are not followed, there will not be a retake test available for you.** Unfortunately, due to the strict rules about testing for this national designation, there are **no exceptions** to this policy.