

## **CPSI Exam Extension Application**

Eligible candidates must submit the Exam Extension Application prior to their exam expiration date. Candidates must either not have a currently scheduled testing session or have the ability to reschedule their current testing session. If an extension is granted, an email will be sent to the applicant stating their new exam deadline as 30 days from the present deadline. Only one extension per exam will be permitted.

Please reference Page 5 of the CPSI Candidate Handbook for the Exam Extension Policy. The CPSI Candidate Handbook can be found online by visiting: [www.nrpa.org/certification/CPSI](http://www.nrpa.org/certification/CPSI)

***To be completed by applicant. (Please type or print clearly)***

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Exam Expiration Date (MM/DD/YYYY): \_\_\_\_\_ Candidate ID Number: \_\_\_\_\_

**Non-refundable fee - \$50.00**

Please make checks payable to: National Recreation and Park Association (NRPA)

☐ Check      Credit Card:    ☐ Visa    ☐ MasterCard    ☐ American Express    ☐ Discover

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

CVV: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**We only accept credit card payments through LeapFILE.**

1. Go to [nrpa.leapfile.net](http://nrpa.leapfile.net)
2. Select Secure Upload
3. For Security verification purposes, complete the next 2 steps
  - \* Enter your full name and full email address
  - \* Check your email account for a 6-digit security code, and enter it
4. Check NRPA Customer Service
5. Follow the prompts for name and email then select the file for upload.