



Frequently Asked Questions

What should I bring to the test site?

To take the test you will be required to show government-issued photo-identification. Failure to provide proper identification will be considered a missed appointment and the exam fee will not be refunded.

Cameras, tape recorders, PDAs, cell phones, or any other device that can be used for recording or that has memory capabilities are not allowed in the exam area.

Who sets the passing score for the exam?

The passing score for the SPARK ARPC exam is based on a systematic standard setting study by retirement plan industry subject matter experts and testing construction experts.

Passing the exam is determined by the amount of knowledge you display in relation to the passing point, and not on other candidates taking the exam. All candidates must demonstrate the same amount of knowledge to pass the exam.

When will I receive my test results?

You will receive your exam results from the exam proctor immediately following the exam. Your report will indicate if you have passed or failed the exam. The report will also include information on your performance for each of the major exam content areas.

What happens if I do not pass the exam?

Candidates who do not receive a passing score on the exam will be provided with a report indicating the areas of strength and weakness to assist in preparing for a retake. These candidates will have two opportunities to retake the exam within the 1-year candidacy period:

- ▶ First retake: At least 30 days from the initial exam date
- ▶ Second retake: At least 90 days from the first retake (120 days from the initial exam date)

What if I forget to renew my certification?

Individuals who allow their certification to expire may recertify within 1 year of their expiration date if they submit a renewal form documenting at least 10 CE credits per year.

Individuals whose certification has been expired for more than 1 year must re-apply, meet all of the eligibility requirements in place at the time of re-application, and pass the exam.

For more information, please contact the **SPARK ARPC** Certification Manager:

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