

## Exam Locations and Dates

### Test Center Locations

The internet-based examination is administered by Scantron through a network of test centers throughout the United States and Canada. Test centers, which are subject to change, are listed here:

<https://www.scantron.com/test-site-cities/>

### Testing Deadlines

The exam is offered on-demand. All forms and applicable fees must be submitted by the specified deadlines. Forms submitted without appropriate fees will not be processed.

Candidate eligibility will be valid for one year following certification application approval. If a candidate does not take the examination for which he/she applied or does not successfully complete the examination within the eligibility period, the application will be closed, all fees will be forfeited, and the candidate must submit a new application with the full fee.

## Application and Examination Fees

Scantron will collect testing fees directly from the candidate. Candidates will be charged the testing fee noted below, which will be payable via secure e-commerce (e.g., credit card) in U.S. dollars at the point of scheduling. Testing fees are nonrefundable.

Examination	Testing Appointment Length	Fee
Registered Professional Landmen (RPL) initial exam includes Real Property Law, Descriptions, and Contracts, Conveyancing, Interest Calculations, and Oil and Gas Lease, and Ethics	Two (2) hours	\$65
RPL retake Real Property Law, Descriptions, and Contracts	45 minutes	\$55
RPL retake Conveyancing, Interest Calculations, and Oil and Gas Lease	45 minutes	\$55
RPL retake Ethics	30 minutes	\$55
Certified Professional Landmen (CPL) initial exam bundle includes Joint Operating Agreement, Areas of Mutual Interest, Well Trades, Pooling and Taxes, and Negotiations and Contracts, Real Property Law, Property Descriptions, Conveyancing, Interest Calculations, and GIS/Mapping. Completion of both CPL bundles is required.	Four (4) hours	\$85*
Certified Professional Landmen (CPL) initial exam bundle includes Federal: Onshore, Offshore, Mining, and Environmental, Oil and Gas Lease, and Ethics. Completion of both CPL bundles is required.	Four (4) hours	\$85*
CPL retake Joint Operating Agreement, Areas of Mutual Interest, Well Trades, Pooling and Taxes, and Negotiations	Two (2) hours	\$65
CPL retake Contracts, Real Property Law, Property Descriptions, Conveyancing, Interest Calculations, and GIS/Mapping	Two (2) hours	\$65
CPL retake Federal: Onshore, Offshore, Mining, and Environmental	90 minutes	\$65
CPL retake Oil and Gas Lease	90 minutes	\$65
CPL retake Ethics	One (1) hour	\$55
*Completion of both CPL bundles is required		

### Other Fees

Reschedule Fee - \$50

If a candidate schedules a testing appointment in a Scantron testing center and wishes to reschedule the testing appointment to another day while continuing to test in a Scantron testing center, he/she can pay a rescheduling fee to cancel the current testing appointment and schedule a new appointment as long as the request is made at least two (2) days prior to the original appointment date.

If the rescheduling request is made fewer than two (2) days in advance of the testing appointment, the candidate will be considered a no-show. The candidate will need to reapply for testing and pay a new testing fee.

## **TAKING THE EXAM**

### **Notice to Schedule (NTS)**

Scantron will send you a Notice to Schedule (NTS) via email, which will give you a username, password, and any additional information you need to schedule your testing appointment.

Candidates will select a testing session from a list of available testing centers by geographic location, test date, and available seating. You must submit your test scheduling request at least two (2) days prior to your preferred test date.

Seats are filled on a first-come, first-served basis, based on test center availability, so it is to your advantage to schedule your test appointment as soon as you receive your NTS. If you need assistance with a specific site and/or date, please contact Scantron and Scantron will do its best to accommodate the requested test site and date, if possible.

You will be notified of the exact test location, date, and time via email. **You must bring your printed email confirmation with you to the test site.**

**You must also bring a current photo identification with signature to the test site.** Acceptable forms of identification include driver's licenses, passports, and government-issued identification cards. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and identification with signature only (no photo).

An email reminder will be issued to eligible candidates who have not yet completed test scheduling at the start of the testing window for which they are eligible.

For questions regarding examination registration, contact Scantron at [testing@scantronassessment.com](mailto:testing@scantronassessment.com).

### **Rescheduling and No-shows**

You may reschedule a testing session up to two (2) days prior to your testing appointment through the online scheduling system. A \$50 nonrefundable fee will apply when you reschedule your exam appointment.

Not appearing for your testing appointment or rescheduling your exam fewer than two (2) days before your testing appointment will count as your original testing appointment. You will be marked as a no-show candidate and your entire testing fee will be forfeited.

### **Testing Time**

Your scheduled test duration time varies by examination. During the examination, you will have the opportunity to review questions, change answers, mark questions to come back to, or skip questions. Should your time expire while taking the exam, all answers, regardless of how they are marked, will be calculated into your score. Once your allotted time has expired, or you exit the examination, you cannot see or review the questions again.

### **Requesting Special Testing Accommodations**

Candidates with documented visual, physical, hearing, or learning disabilities that would prevent them from taking an examination under standard conditions may request special testing accommodations and arrangements. There is no extra fee for making these arrangements.

AAPL may require written documentation of the disability. Documentation may include:

- A letter (on the professional's letterhead) from an appropriate, licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations.
- Evidence of receiving accommodations during school on the school's letterhead.
- An individualized education plan (IEP).

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

Requests for accommodation must be submitted in writing to Scantron no later than 30 days prior to the candidate's preferred testing date, and candidates must submit their scheduling request at least 30 days prior to their preferred test date. It is recommended that this documentation be submitted at least 45 days prior to the preferred testing date.

### **Examination Rules**

Scantron follows standard testing industry rules and policies as outlined below. Candidates must work independently throughout the examination, without using any unauthorized sources, and their demeanor must conform to standards of conduct that are consistent for a secure examination. No talking is permitted during the examination, except to test center personnel using a soft voice. Test center personnel are able to contact Scantron at any point that in their opinion it is necessary, and they will report all irregularities and incidents, including those that involve inappropriate candidate behavior.

### ***Prohibited Items***

Other than the valid ID and confirmation notice, candidates are expressly ***prohibited*** from bringing any personal items to the test site, including (but not limited to):

- Any electronic device, including cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials. In addition, calculators, computers, or tablets are prohibited.
- Any reference materials, including notes, books, dictionaries, or language dictionaries
- Book bags or luggage
- Personal writing utensils (i.e., pencils, pens, and highlighters)
- Watches
- Food and beverage
- Hats, hoods, or other headgear

If Scantron testing personnel determine that you have brought any such items to the testing center, the item(s) may be demanded and held for an indefinite period of time by Scantron testing personnel. We reserve the right to review the memory of any electronic device that may be in your possession at the testing center to determine whether any test materials have been photographed or otherwise copied.

If our review determines that any test materials are in the memory of any such device, we reserve the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of our review and any applicable deletions, we will return your device to you but will not be responsible for the deletion of any materials that may result from our review, whether or not such materials are test materials.

By bringing any such device into the test site in contravention of our policies, you expressly waive any confidentiality or other similar rights with respect to your device, our review of the memory of your device, and/or

the deletion of any materials. Scantron, the testing center, and the test administration staff are not liable for lost or damaged items brought to the examination site.

***Exam Security***

Exam security is a serious matter. In addition to leaving all personal items outside of the exam room, candidates may be asked to turn pockets inside out as well as show that nothing is hidden under shirt sleeves and the hems of pants legs. Also note that most sites record testing sessions. Candidates caught with prohibited items in the exam room risk exam invalidation, disciplinary action, assessment of monetary damages, and/or legal liability. Visitors (including children) are not permitted in the examination room during the test administration period.

## Reasonable Accommodations:

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Reasonable accommodations generally are provided for candidates who have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, and performing manual tasks); have a record of such physical or mental impairment; or are regarded as having a physical or mental impairment.

To apply for reasonable accommodations, the candidate must request the accommodations in the application process and provide documentation that supports reasonable accommodations provided by an appropriate licensed professional on the professional's letterhead. The documentation must include a diagnosis of the disability and specific recommendations for accommodations.

**Requests for accommodations must be submitted no later than 45 days prior to opening of the candidate's preferred testing window and candidates must submit their scheduling request at least 30 days prior to their preferred test date within the testing window. It is recommended that this documentation be submitted at least 45 days prior to the preferred testing date.**

**PLEASE NOTE: It is your responsibility to provide supporting documentation from a Licensed Professional on the Professional's letterhead along with your application.**

**Failure to provide the required documentation by the timeline outlined in the Candidate Handbook may result in you not receiving the accommodations you are requesting.**

For more information regarding reasonable accommodations, please contact Scantron or your certification organization.