

# TECHNICAL ASSOCIATES BOARD OF CERTIFICATION



1230 WEST MOREHEAD STREET, SUITE 400 CHARLOTTE, NC 28208 PHONE: 704-333-9011 FAX: 704-333-1728

## FORM F-06 PRELIMINARY INSTRUCTIONS FOR TABofC EXAM CANDIDATES

1. You are responsible to complete and return the Candidate Application for Vibration Analyst Certification (Form F-05). The application can be found on the Technical Associates website at [www.technicalassociates.net](http://www.technicalassociates.net). Candidates must complete an application BEFORE the exam can be taken. Tests will not be scored and certifications not issued for candidates whose application is not approved.
2. Read the Exam Approved and Prohibited Items (Form F-07) in advance of the exam.
3. On the day of the exam **ALL** exam candidates will be asked to provide a photo ID to verify their identification. Acceptable forms include a driver's license, government-issued or state-issued ID, company ID or a current passport.
4. All electronic devices such as cell phones and computers are prohibited during the examination. Bring a stand-alone, approved calculator to the examination.
5. You will have a pre-assigned seat in the examination room on the date of the exam.
6. If English is not your primary language, you may use a printed dual language dictionary approved by the proctor prior to the start of the examination. If you will be using a dual-language dictionary, please advise TABofC staff a minimum of five (5) days in advance of the exam.
7. You will be allowed the following time to complete the exam:
  - Category I Vibration Analyst: 2 hours
  - Category II Vibration Analyst: 3 hours
  - Category III Vibration Analyst: 4 hours
  - Category IV Vibration Analyst: 5 hours
8. If you arrive late to the examination, you will be permitted to take the exam. However, it will be at the discretion of the exam proctor as to whether you will be given additional time to complete the exam based on your arrival time. Total exam duration cannot exceed those times listed above in item 7.
9. Students passing the examination will receive both TAC and ISO compliant certifications if they are eligible. All ISO certificates are issued by Technical Associates Board of Certification (TABofC).
10. To qualify for certification, ISO mandates that candidates meet minimum experience and training requirements as well as have certification at the previous level when pursuing Categories III & IV.
11. If you pass the exam and meet all of the requirements for certification, a certificate from TABofC recognizing your certification to ISO 18436-2 will be mailed to the address on file. If the test results package is not received after three weeks, please contact TABofC (704-333-9011).
12. If you pass the exam but do not meet all of the requirements for certification, you will be classified as a "Provisional Candidate." It is the responsibility of these Provisional Candidates to notify TABofC in writing when they have acquired the required experience, training or lower level certification. At that time, the candidate will be issued full ISO compliant certification at the pursued category.

13. An exam candidate has the one-time option to reschedule his/her certification exam within 12 months of the original scheduled exam date. No fee will be charged for arrangements made at least five business days prior to scheduled exam date. A \$75 administrative fee will be charged for rescheduling within five business days of a scheduled exam date.
14. No fee will be charged for cancelling a scheduled certification exam at least five business days prior to a scheduled exam date. A \$75 administrative fee will be charged for cancelling within five business days of a scheduled exam date.
15. An exam candidate who does not show up for a scheduled certification examination will not receive a refund.
16. Payment of the examination fee is required before test results can be released.
17. Unethical and improper behavior during the certification examination will not be tolerated. If the exam proctor observes noncompliance with ANY of these instructions, they are required to document the behavior and report it to TABofC. If TABofC determines after review that there was an exam violation, your exam will be immediately disqualified and you will be sent written notification. You will have the right to appeal your disqualification to the TABofC Scheme Committee.
18. If you are unable to take a scheduled certification examination, please notify TABofC at:
  - Phone: (704) 333-9011
  - Fax: (704) 333-1728
  - E-mail: [cbenton@technicalassociates.net](mailto:cbenton@technicalassociates.net)