

FAQS

EIPA
REGISTRATION**When can I register for an EIPA Test?**

There are 4 testing quarters for the EIPA Performance Test. The date registration opens will depend on the date of the test. See the table below to see when registration will open for each quarterly testing cycle. The only test date listed on the registration page are those that are available for registration. If you don't find a test date, it is because registration is not open or the test has already occurred.

Test Session	Test Months	Registration Opening
1 st Quarter Test Session	January, February, or March	*December 15
2 nd Quarter Test Session	April, May, or June	*March 15
3 rd Quarter Test Session	July, August, or September	*June 15
4 th Quarter Test Session	October, November or December	*September 15
* If the registration opening date falls on a Saturday, it will automatically be moved to Friday, the 14 th . If it falls on a Sunday, the opening date for registration will automatically be moved to Monday, the 16 th .		

When is the deadline to register?

Registration will close exactly 5 days (to the minute) before the test date.

The test I want to register for says there are openings available but it also says registration is closed. Can I still get into that test?

No, registration closes 5 days before the test date. Although the number of test seats did not fill up, we do not accept registrations after the deadline.

The test I want to register for says "No seats available" but I spoke to the proctor and no one has registered yet. Why can't I register?

Registration may not have opened for the test you are interested in. Refer to the chart above to see when registration opens for the various test dates.

How much does it cost to take the EIPA Written or Performance Tests?

The [EIPA Performance Test](#) fee is \$350.00.

The [EIPA Written Test](#) fee is \$250.00.

Please note, written test proctors or performance test LTAs may charge a proctor/LTA fee.

I see the test I want, but I don't see an "Add to Cart" button.

To the right of every test that is listed, the availability will be shown. If you don't see "Add to Cart," you are not able to register (for one of several reasons). The chart below explains the different types of availability.

<p>1 Openings Available</p> <p>Add to Cart ▾</p>	<p>No Seats Available</p> <p>Request ▾</p>
<p>One seat is available. Select "Add to Cart" to register.</p>	<p>Registration is still open but all seats are taken. Select "Request" to be added to a waitlist.</p>
<p>1 Openings Available</p> <p>Registration Closed</p>	<p>No Seats Available</p> <p>None</p>
<p>The registration deadline has passed. Even though 1 seat was not taken, registration is no longer allowed.</p>	<p>Registration has not opened yet. Refer to the chart below to see when registration will open.</p>

I've already registered for a test but something unavoidable has come up and I'd like to cancel?

Cancellations are accepted as long as registration for that test is still open. (Registration will close exactly 5 days before the test date.) Cancellations received before registration closes will receive a refund of the test fee minus a \$40.00 cancellation fee. No refunds will be issued for no-shows or for any cancellations received after the test registration has closed.

How do I cancel my registration?

1. Log into your account at <https://boystown.csod.com>. (Your email address and the password you designated during the registration process is required when logging in.)
2. After logging in, go to "View My Transcript" under the "Learning" tab.
3. Locate your test in the transcript area and select the arrow button on the right side of the screen.
4. A drop-down menu will appear. Click on "Withdraw" to cancel your registration. After selecting withdraw, you will be prompted to provide a reason for cancelling your registration. A cancellation email will be sent after completing the cancellation process.