

## Retest Instructions

Retake Policy – If you fail one or both parts of the assessment, you must retake whatever part was not completed successfully. Any participant who fails one or both of the assessments must pay a test re-take fee to SAGES. You must wait at least 30 days following the original test date before scheduling a re-test. If one or both are still not passed after the first retake, then you must wait at least 6 months for the next retake (hopefully devoting this time to increased study and experience). After three retakes a whole new registration process is required and both assessments must be purchased and completed anew even if one had been passed previously.

### **If you need to retake the Manuals Skills Portion of the FLS Exam:**

1. Please go to our website at [www.flsprogram.org](http://www.flsprogram.org) to download and print the FLS Order form under the “How to Order” tab. You will need to purchase a retest voucher and pay the \$125.00 retest fee, which is the last line item on our order form. Please fill out and fax or scan and email with credit card information at the bottom of the form, or mail it in with a check. Once your order has been processed you will be emailed a Retest FLS Voucher.
2. Once you have the voucher contact the test center directly by email/phone to schedule your manual retest. You can find a list of our FLS Test Centers at [www.flsprogram.org](http://www.flsprogram.org) under the “Test Centers” tab. Please be sure to take your Retest FLS Voucher with you on the day of your test.

### **If you need to retake the Cognitive Skills Portion of the FLS Exam:**

1. Please go to our website at [www.flsprogram.org](http://www.flsprogram.org) to download and print the FLS Order form under the “How to Order” tab. You will need to purchase a retest voucher and pay the \$125.00 retest fee, which is the last line item on our order form. Please fill out and fax or scan and email with credit card information at the bottom of the form, or mail it in with a check. Once your order has been processed you will be emailed a Retest FLS Voucher.
3. Once you have the voucher log onto [www.webassessor.com/sages](http://www.webassessor.com/sages) and log into your webassessor test taker account. Please go through the same steps you took to register for the exam the first time with the Test Center of your choice. You will not need to create another account, you will be able to re-register for the FLS Cognitive Exam using the same initial account. If you need to refer to the self registration instructions, this can be found on our website at [www.flsprogram.org](http://www.flsprogram.org), under the tab (FAQ’s), at the bottom of the page, please select the document titled [On-Line Testing: Test Taker Registration Guide](#).

### **If you need to retake both the Manual and Cognitive Skills FLS Exam:**

1. Please go to our website at [www.flsprogram.org](http://www.flsprogram.org) to download and print the FLS Order form under the “How to Order” tab. You will need to purchase a retest voucher and pay the \$125.00 retest fee, which is the last line item on our order form. Please fill out and fax or scan and email with credit card information at the bottom of the form, or mail it in with a check. Once your order has been processed you will be emailed a Retest FLS Voucher.
2. Once you have the voucher log onto [www.webassessor.com/sages](http://www.webassessor.com/sages) and log into your webassessor test taker account. Please go through the same steps you took to register for the exam the first time with the Test Center of your choice. You will not need to create another account, you will be able to re-register for the FLS Exam using the same initial account. If you need to refer to the self registration instructions, this can be found on our website at [www.flsprogram.org](http://www.flsprogram.org), under the tab (FAQ’s), at the bottom of the page, please select the document titled [On-Line Testing: Test Taker Registration Guide](#).