

## Retest Instructions

Retest Policy – If you fail one or both parts of the assessment, you only need to retake the portion of the exam that was not completed successfully (manual skills or cognitive, or both), as long as it has been less than 18 months since your original exam date. Any participant who fails one or both of the assessments must pay a fee to SAGES by purchasing a retest voucher. 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 attempts a whole new registration process is required and both assessments must be purchased and completed anew even if one had been passed previously. Likewise, if one or both parts of the exam are not retaken successfully within 18 months of the original exam date, you must purchase a new voucher and take both parts of the exam in order to seek FLS certification. All retest vouchers expire 18 months from the test-taker’s original exam date regardless of when they were purchased.

### **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. You will not be able to purchase a retest voucher if your original exam date occurred more than 18 months prior. 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 voucher with you on the day of your exam. Note the expiration date on your retest voucher and make sure to schedule and complete your retest prior to that date.

### **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. You will not be able to purchase a retest voucher if your original exam date occurred more than 18 months prior. 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 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. If you have forgotten your username or password for your test-taker account, please click on the ‘forgot password’ icon in the top right hand corner of the webassessor home page to have the information emailed to you. 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 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](#). Please be sure to take your retest voucher with you on the day of your exam. Note the expiration date on your retest voucher and make sure to schedule and complete your retest prior to that date.

**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. You will not be able to purchase a retest voucher if your original exam date occurred more than 18 months prior. 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 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. If you have forgotten your username or password for your test-taker account, please click on the ‘forgot password’ icon in the top right hand corner of the webassessor home page to have the information emailed to you. 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 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](#). Please be sure to take your retest voucher with you on the day of your exam. Note the expiration date on your retest voucher and make sure to schedule and complete your retest prior to that date.