



**HOW TO MAKE AN APPLICATION FOR THE AGRICULTURAL SUPERINTENDENT CERTIFICATION EXAMINATION – US AND CANADA ONLY**

To start the booking process, please go to the IFIA website at:

<http://www.ifia-federation.org/content/agricultural-superintendentcertification/application-process-for-ifia-members/>

**BRANCH BOOKING FORM**

This should be completed the first time the branch or company enters candidates for the examination under the new system.

**If you do not have a branch booking code issued by IFIA, please complete the Branch Booking Form**, using the link at the bottom of the webpage. Click on the 'submit' button when the form has been completed.

This form provides address, invoicing and contact details for your branch / company which will be used for all communications regarding the IFIA examinations.

The contact person listed should be the scheduler (the person responsible for making examination appointments for candidates). You may wish to use a single country or regional scheduler, rather than having a scheduler for each branch - in this case please complete only one branch booking form, but make sure that the contact person chosen is able to make examination bookings for all candidates. There will be a \$35 charge for this form, but the form only needs to be completed the first time you send inspectors for the examination.

When the Branch Booking Form has been submitted and checked, you will be sent a branch booking code - please keep this safely as you will need it for all inspector application forms and when making examination appointments.

**If you have not received your branch booking code within ten working days, please contact [exams@ifia-federation.org](mailto:exams@ifia-federation.org).**

**The branch booking code must be entered on all application forms, and**

included in all emails to [exams@ifia-federation.org](mailto:exams@ifia-federation.org).

### **APPLICATION FOR CERTIFICATION FORMS**

Application for Certification Forms must be completed online at:  
[http://www.ifia-federation.org/content/agricultural-superintendentcertification /  
application-process-for-ifia-members/](http://www.ifia-federation.org/content/agricultural-superintendentcertification/application-process-for-ifia-members/)

Click on “Application for Certification US and Canada” in the Online Forms box at the bottom of the page.

Fill in a form for each candidate, including the branch booking code. Make sure that the candidates’ names are completed correctly, as their certificate will show their name as entered on the application form.

If you make a mistake, please do not submit a new form, but contact [exams@ifia-federation.org](mailto:exams@ifia-federation.org) for information on what to do.

Once the forms have been processed, they will be returned by email to the branch contact (as shown on the branch booking form). The email will come from [exams@ifia-federation.org](mailto:exams@ifia-federation.org). The approved form will show the superintendent’s candidate/superintendent number. This number must be quoted when making the examination appointments.

Please note that you will be charged for all candidates registered to take the examination with IFIA. Each registration is valid for one year, and allows for one examination appointment for the named candidate.

### **HOW TO MAKE YOUR EXAMINATION APPOINTMENTS**

1. Select a test centre for each candidate and make a note of the test centre name, city and postal code (if available). To find your local test centres, please go to: <http://www.pearsonvue.com/IFIA> and click on the 'find a test centre' button.
2. Please telephone the examination provider, Pearson VUE, on 866-221-6725 to make your examination appointment. **You will need to quote the name and candidate/superintendent number of the candidate, and also the email address, postal address and telephone number of the branch contact (as entered on the branch booking form).** Please make sure that anyone calling to make an examination appointment has this information, as without it, no examination appointment can be made.
3. When an examination date and test centre has been agreed, you will receive an email confirmation from Pearson VUE (sent to the email address of the branch contact).
4. On the day of the examination, please make sure that candidates attend at the correct time, and that they have with them:
  - One valid, unexpired government issued photo ID (passport,

- driving licence, identity card)
- Completed application for certification form (which includes their candidate/superintendent number)

As part of the registration process, all candidates will be asked to provide a signature and will have their photograph taken on arrival.

5. At the end of the examination, the candidate will receive a print out to say if they have passed or failed. Examination scores and certificates for successful candidates will be sent to the branch contact at the beginning of the month following the examination.

### **IMPORTANT INFORMATION**

- You will be charged for all candidates registered with IFIA for the examination.
- If your candidate cannot attend their examination appointment, please contact PearsonVUE at 866-221-6725 to reschedule their appointment. You must do this at least 72 hours before the date of the examination. If you contact Pearson less than 72 hours before the examination you will not be able to reschedule, but you will still be charged by IFIA.
- If your candidate does not attend for his examination appointment they will be listed as a 'no show', and it will not be possible to reschedule their appointment. You will still be charged by IFIA.
- If a candidate arrives for their examination, but the test cannot go ahead due to technical problems, the candidate will be given an incident number by the test centre. Please contact PearsonVUE at 866-221-6725 to arrange for a new examination appointment.
- In the unlikely event of a candidate arriving at a test centre to find that it is closed, please contact PearsonVUE at 866-221-6725 to arrange for a new examination appointment.
- Where a candidate attends for an examination on the correct date and time, and at the correct test centre, but the examination cannot go ahead due to technical problems, because the test centre is closed, or because PearsonVUE have made an error in the examination arrangements, IFIA will discount the cost of the candidate's examination.
- Your candidates can prepare for the examination by studying the Test Questions and Answers available on the IFIA website at:  
<http://www.ifia-federation.org/content/agricultural-superintendent-certification/>

**Please contact [exams@ifia-federation.org](mailto:exams@ifia-federation.org) if you have any problems or have any questions. Please include your branch code in all emails.**