



## MRFC Fee Schedule

	Fee	
<b>Initial Application</b> <ul style="list-style-type: none"> <li>• Application</li> <li>• Exam</li> </ul>	\$100	\$600
<b>Reapplication</b> <ul style="list-style-type: none"> <li>• Application</li> <li>• Retake</li> </ul>	\$0	\$200
<b>Retake</b> <ul style="list-style-type: none"> <li>• Application</li> <li>• Exam</li> </ul>	<b>3 Attempts</b> \$0 \$200	<b>After 3 failed attempts</b> \$100 \$600
<b>Recertification*</b>	\$600	
<b>Reinstatement</b> <ul style="list-style-type: none"> <li>• Application</li> <li>• Exam/Recertification</li> <li>• Reinstatement</li> </ul>	<b>Less than two years</b> \$0 Unpaid Invoice(s) \$150 Keep Member Since Date and Certification Date status.	<b>Over two years "Inactive"</b> Credential terminated. Restart initial application process.
<b>Association Membership</b>	\$100 (optional)	

### Initial Application

- Application must be filled out in full.
- Fees must be submitted with application.

### Reapplication: Candidate fails to schedule Exam within 90 days. (up to 6 Month)

- Submit an updated application.
- Pay retake fee.

### Retake: Candidate does not pass Exam.

- **Allowed 3 attempts within one year**
  - Wait thirty (30) days between each failed attempt.
  - Pay retake exam fee on each attempt.
- **After 3<sup>rd</sup> attempt**
  - Wait one (1) year after third failed attempt.
  - Complete initial application process.



### Recertification

- Fee due annually, first day of the month, 1 year after.
- Paid within ninety (90) days or placed on “Inactive” status and depending on time, would have to be reinstated.

### Reinstatement

- Reasons
  - Candidate allows credential to lapse after 90 days.
  - Administratively suspended for non-payment of recertification fees.
  - Has not completed CE Requirements.
- Goes on “Inactive” Status until administrative issue resolved.
  - Under two years “Inactive”
    - Pay reinstatement fee.
    - Pay recertification fees.
    - Keep Member Since and Certification Date status.
    - Provide evidence of meeting CE requirement.
  - Over two years “Inactive”
    - Credential terminated.
    - Repeat initial application process.
    - Member Since Date and Certification Date resets.

### Association Membership

- Optional
- Provides benefits of the Association to MRFC credential holder.
- Renews annually.

### Revocation

- MRFC credential revoked due to ethics issue.
- Acted in a way or had a consequence for which they should not be associated with the MRFC Certification Program.

### Exam Scheduling

- **Cancellation** – candidate must cancel exam 48 hours **PRIOR** to scheduled appointment through PSI Portal.
- **Late Cancellation\*** – candidate changes or cancels an exam appointment with **LESS THAN 48** hours notice.
- **No Show\*** – candidate fails to appear for scheduled exam.
- **Late Arrival\*** – candidate presents themselves more than 15 minutes after the scheduled start time for taking the exam and are refused admission to the exam.

*\*In these cases, exam fees are forfeited.*