

**Notice to Examinees:**

If you are expecting a notice of your scheduled examination date, and you furnished an email address along with your application, your examination date will be sent to the email address you furnished.

**Please check your email before calling our office regarding scheduled examinations.**

You should also check your **spam/quarantine or trash folders** as the schedule letter will contain attachments that can sometimes be perceived as spam or trash by certain email providers.

You may also wish to add the address: [exam.scheduler@tsbpe.texas.gov](mailto:exam.scheduler@tsbpe.texas.gov) to your address book as many times this will allow the items to remain in your new mail.

**NOTE:**

You must follow the instructions in the email and reply to us that you plan to appear on the scheduled examination date. If you did not furnish an email address your notice will be sent to you via regular mail.

Due to the continued high demand for examinations, individuals that fail to appear will only be rescheduled upon written request and upon receipt of a new application and fee. Approved emergency reschedule requests must be in writing. Emergency requests may be sent to the above email address.

Individuals that fail the examination will be rescheduled upon receipt of a new completed application and fee and will be scheduled for retest in the order of receipt of the new application, but no sooner than 30 days after the 1<sup>st</sup> failure, 60 days after the 2<sup>nd</sup> failure and 90 days after the 3<sup>rd</sup> failure.

**Board Rule §363.22 Reexamination**

(a) An applicant that fails any single part of a multiple part examination may retake the part or parts that were failed without having to retake the entire examination.

(1) A failing score on a single part of an examination is a score of 69.9 points or less.

(2) A time limit of three (3) hours is allotted for reexamination of the part that was failed.

(3) The applicant must submit a new exam application and fee in order to retake the part that was failed.

(b) An applicant who fails any part or parts of an examination shall complete a training period before the applicant may retake the examination. The length of the required training period is determined by the number of times the applicant has failed as follows:

(1) first failure: 30-day training period; (2) second failure: 60-day training period; and (3) third and subsequent failures: 90-day training period.