



Certified Transportation Broker (CTB) Online Study Course (OSC) Policy

I acknowledge that I have read and understood the following CTB OSC Policies:

1. Access to the on-line home study course materials is for a limited time only. My course access will become active on the day the course begins and is rendered inactive at 9:00 am ET on the day of the exam, **whether I take the exam or not.**
2. Once the course begins, there will be absolutely no switching of courses. If I decide that my schedule does not allow for me to devote enough time to the course that I have registered for, I **MUST** notify TIA in **WRITING before** the OSC begins in order to postpone my studies. Each individual is allowed to transfer courses one time. Once the course begins, there will be no transfers made and access to the on-line materials will not be extended.
3. The examination fee is **non-refundable.** TIA may in its sole discretion approve transfer of the exam fee one time to the next scheduled exam only if (a) a written request accompanied by an explanation of the basis for the transfer request satisfactory to TIA, is received by TIA two business days prior to the exam date, and (b) written approval is given by TIA to the requester before the exam for which the transfer is requested.

Signature

Printed Name

Date