

**MLPAO MLA/T CERTIFICATION ONLINE EXAM**  
**POLICIES AND INFORMATION**

**Registration**

Registration and payment for the online exam is to be completed on our secure website:  
<https://www.mlpao.org/mla-t-certification-exam>

**Payments**

Payments made by VISA, MasterCard or American Express can be made by using the online registration process. If the charge to the credit card account is declined by the issuer, the exam registration is void.

**Eligibility**

**Applicants will be notified by email of their eligibility within one (1) month following the application deadline date.** Applicants who do not qualify to write the exam will be refunded the exam fee only. Registrations with incomplete or inaccurate information will be rejected, and the exam fee only will be refunded.

**Transfers**

Those wishing to transfer their application to the next exam date must pay a fee and complete the Exam Transfer request online **no later than the transfer deadline**. Applicants may transfer a maximum of **twice** to the next consecutive exam before they must reapply in full. **(NON-refundable)**

**Request to Withdraw**

Those wishing to withdraw from the exam must submit in writing **no later than the withdraw deadline** to receive a refund of the exam fee only. The application fee is non-refundable. A \$50.00 + HST administrative fee will apply. Refunds will be issued after the exam date.

**No Show**

Candidates who miss the exam will not be issued a refund and must reapply in full to a future exam date.

**Technical Requirements**

Candidates whose technical equipment and/or internet connection do not meet the requirements and/or are unable to connect to the online exam on exam day will not be issued a refund and must reapply in full to a future exam date.

**Dates**

There are four exam dates per year. Please visit the MLPAO Exam webpage for dates. The MLPAO may cancel or change exam dates based on the number of candidates registered for each exam date.

### **Special Accommodations**

Candidates with a special accommodation request for the exam day must notify the office by email [exam@mlpao.org](mailto:exam@mlpao.org) no later than the registration deadline and provide verification/assessment from an authorized institution/person. Eligible Special Accommodations are only available for Online at Home option.

### **Testing New Examination Items**

The certification exam may include new test items that are being validated for use on future exams.

### **Exam Day**

Please note that government issued photo identification will be required on exam day with your unique MLPAO Exam ID.

### **Notification of marks**

All candidates will be notified if they have “Passed” or “Failed” their exam after successful submission of the online examination. One week after the exam date candidates will receive an email with their exam score and post exam information. **No marks will be given over the phone.**

### **Successful Approved Candidates:**

- Receive letter of results by email.
- Receive official Certificate by standard mail.
- Approval to use the cMLA/T<sup>MLPAO</sup> credential
  - Annual membership and 7 hours of continuing education will be required to maintain this credential starting the following year
  - **MLPAO MLA/T membership is a mandatory requirement to use the credential**
- Your name may be displayed on the Certification registry (made available to the public)
- To receive professional liability and legal defense insurance coverage you must have a **Certified MLA/T Active** Membership

### **Unsuccessful Candidates**

Candidates that fail the exam once may write the exam again under the Re-Write category within 1 year of their failed attempt by completing the online registration. Candidates that fail the exam twice will receive instructions on the next steps to be eligible for the third and final exam attempt, which includes mandatory refresher course work.

**The maximum number of exam attempts permitted is three (3).**

### **Cheating**

The MLPAO is committed to academic integrity. Cheating and attempting to obtain an unfair academic advantage are forms of academic misconduct. MLPAO expects all exam candidates to act with academic integrity. Cheating will not be tolerated and will result in termination of the exam attempt and will be subject to a formal investigation where a decision will be made regarding further actions in accordance with the MLPAO Academic Integrity Policy.

Cheating includes, but is not limited to:

- Non-registered individuals posing as exam candidates
- Accessing devices or personal items during the exam
- Giving or receiving help during the exam
- Accessing unauthorized materials through online content, electronic files or any other items that may assist with answering exam questions
- Copying and/or distributing any exam materials to external sources

### **Certification Exam Questions Security and Privacy**

The MLPAO MLA/T Certification Exam is a high-stakes professional assessment, and maintaining the integrity of its content is critical. All exam questions are the exclusive property of the MLPAO and are protected under copyright and the Exam Security Agreement. Exam content must remain strictly confidential during and after the exam. Candidates are prohibited from discussing, reproducing, or sharing any exam content with individuals who have written the exam, are writing the exam, or have not yet taken the exam. Under no circumstances will exam questions or answers be disclosed to candidates at any time. Any breach of these rules may result in severe consequences, including invalidation of results, in-eligibility to challenge the MLPAO exam, and potential legal consequences.

*MLPAO reserves the right to change fees without notice. All fees must be received in Canadian Funds.*