



Certification Examination Instructions for Approved Candidates

Please note the following IMPORTANT information for your upcoming Vibration Institute Certification Examination.

1. **YOU ARE REQUIRED TO BRING A GOVERNMENT ISSUED PHOTO ID** for identification purposes. If your identification cannot be verified, you will not be allowed to take the examination.
2. **YOU MUST HAVE A LAPTOP or TABLET** to take your online certification examination.
3. You will have a pre-assigned seat in the examination room.
4. Should you arrive late, you will be allowed to take the examination; however, expect the end time for your exam to coincide with the end time for the rest of the group. At the sole discretion of the proctor (invigilator), the end time of your test may be extended to allow the full testing time allotted for your examination.
5. Should you not show up to take the examination, a \$50 administrative fee may be charged unless written cancellation is received at the Vibration Institute office at least five (5) business days prior to the examination date.
6. Review the "Approved/Prohibited Items and Calculators for Certification Examinations" list so you know what you can and cannot have access to during the examination. If the list is not included with this document, go to <https://www.vi-institute.org/vibration-analysts-certification-forms/> to download the document file.
7. You will open your online examination delivery link, then wait for the proctor to un-pause your examination. ***Your link should arrive via email before your examination date. Please test the link PRIOR to the examination session so any access issue can be addressed beforehand.***
8. Once the examination event has begun, the proctor cannot answer any questions other than to restate the examination instructions.
9. **YOU MUST AGREE TO THE ATTESTATION IN YOUR EXAMINATION.** If you do not agree to the attestation, you cannot proceed with your examination.
10. If you requested and were approved to use a dual language dictionary during the examination, be sure to bring the dictionary with you to the examination event. The proctor will review the dictionary in advance of the start of the examination. There shall be NO notes written in the dictionary.
11. Examinees are permitted to leave the room, one at a time, for brief, necessary toilet/water closet use only. You shall not leave the room to smoke, "get air", or for any other reason other than the reason stated in the previous sentence. Before leaving the examination room, your device screen should be covered with your paper set of Equation Sheets.

12. You will be allowed the following time to complete your examination. If you do not arrive on time, this time may be reduced.

- Category I Vibration Analyst: 2 hours
- Category II Vibration Analyst: 3 hours
- Category III Vibration Analyst: 4 hours
- Category IV Vibration Analyst: 5 hours

13. Your proctor will give you a paper Equation Sheets set with your information on the cover sheet. These sheets provide various formulae, physical constants, and material properties. The sheets also serve as your scratch paper for the examination.

14. Upon completion of the examination:

- a. Sign the cover sheet of your Equations Sheets set.
- b. **Return your signed Equations Sheets set** to the proctor.

IMPORTANT: If equation sheets are not returned or the cover sheet is not signed, your examination may be disqualified, and you will not be certified.

15. Unethical behavior on a certification examination will not be tolerated. If the proctor conclusively observes or suspects that you are violating these instructions, the proctor must document the event and report it to the Vibration Institute. If the Vibration Institute determines that unethical behavior has occurred, your examination results will be disqualified.

If you are unable to take an examination due to circumstances beyond your control, please notify the Vibration Institute:

Phone: (630) 654-2254
Fax: (630) 654-2271
Email: information@vi-institute.org