

CERTIFICATES AND RATINGS

ONLINE EXAM / APPLICATION INSTRUCTIONS

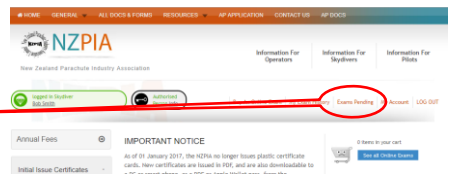


Instructions for completing the NZPIA online exam & application process for Certificates, Endorsements and Ratings.

<p>Step 1: Candidate to buy exams</p> <p>Candidate to login to the NZPIA website (register first if necessary), and click on <u>Buy an Online Exam</u>.</p>																									
<p>Select a category.</p>																									
<p>Choose an exam from the list and click <u>View</u>.</p>	<table border="1"> <thead> <tr> <th>Exam Name</th> <th>Price</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Commercial Parachutist Certificate Exam</td> <td>\$100.00</td> <td>VIEW</td> </tr> <tr> <td>Tandem Rating Exam (Sigma) (new ratings and cross credits)</td> <td>\$80.00</td> <td>VIEW</td> </tr> <tr> <td>Tandem Rating Exam (Strong) (new ratings and cross credits)</td> <td>\$80.00</td> <td>VIEW</td> </tr> <tr> <td>High Altitude Exam</td> <td>\$20.00</td> <td>VIEW</td> </tr> <tr> <td>Jump Master Cross Credit Exam (AFF ONLY)</td> <td>\$50.00</td> <td>VIEW</td> </tr> <tr> <td>Drop Zone Safety Officer Exam</td> <td>\$50.00</td> <td>VIEW</td> </tr> <tr> <td>Tandem Instructor Examiner Exam</td> <td>\$100.00</td> <td>VIEW</td> </tr> </tbody> </table>	Exam Name	Price	Action	Commercial Parachutist Certificate Exam	\$100.00	VIEW	Tandem Rating Exam (Sigma) (new ratings and cross credits)	\$80.00	VIEW	Tandem Rating Exam (Strong) (new ratings and cross credits)	\$80.00	VIEW	High Altitude Exam	\$20.00	VIEW	Jump Master Cross Credit Exam (AFF ONLY)	\$50.00	VIEW	Drop Zone Safety Officer Exam	\$50.00	VIEW	Tandem Instructor Examiner Exam	\$100.00	VIEW
Exam Name	Price	Action																							
Commercial Parachutist Certificate Exam	\$100.00	VIEW																							
Tandem Rating Exam (Sigma) (new ratings and cross credits)	\$80.00	VIEW																							
Tandem Rating Exam (Strong) (new ratings and cross credits)	\$80.00	VIEW																							
High Altitude Exam	\$20.00	VIEW																							
Jump Master Cross Credit Exam (AFF ONLY)	\$50.00	VIEW																							
Drop Zone Safety Officer Exam	\$50.00	VIEW																							
Tandem Instructor Examiner Exam	\$100.00	VIEW																							
<p>Then <u>Add to cart</u>.</p>	<p>Detail for the Commercial Parachutist Certificate Exam</p> <p>Cost to take the Exam: \$100.00</p> <p>Number of questions: 25. Pass Mark: 70%</p> <p>Don't do this exam if you already have a valid CPC! This exam is for new NZPIA Tandem Masters wishing to do tandem jumps for hire and reward. You should already have an NZPIA tandem rating before taking this exam.</p> <p>Each exam purchase is valid for ONE attempt only. As you advance through the exam, DO NOT try to go back to previous questions--this will result in an automatic Fail.</p> <p>Once you have passed the exam you must submit the online application within 12 months. If you do not submit an application, you will not receive a certificate.</p> <p>General info and pre-requisites can be found HERE.</p> <p>ADD TO CART</p>																								
<p>Go back to the Categories menu by clicking <u>continue shopping</u>, and repeat the above process until all desired exams are in the cart.</p> <p>Then click on <u>Check Out</u>.</p>	<p>My Shopping Cart</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Price</th> <th>Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Commercial Parachutist Certificate Exam</td> <td>\$100.00</td> <td>1</td> <td>\$100.00</td> </tr> <tr> <td>Tandem Rating Exam (Sigma) (new ratings and cross credits)</td> <td>\$80.00</td> <td>1</td> <td>\$80.00</td> </tr> <tr> <td>Strong Equipment Type Exam</td> <td>\$30.00</td> <td>1</td> <td>\$30.00</td> </tr> <tr> <td>High Altitude Exam</td> <td>\$20.00</td> <td>1</td> <td>\$20.00</td> </tr> <tr> <td>Remainder:</td> <td></td> <td>4</td> <td>\$230.00</td> </tr> </tbody> </table> <p>Quick View Shopping Cart: Total Items in Cart = 4</p> <p>Continue Shopping CHECK OUT</p>	Item	Price	Unit	Total	Commercial Parachutist Certificate Exam	\$100.00	1	\$100.00	Tandem Rating Exam (Sigma) (new ratings and cross credits)	\$80.00	1	\$80.00	Strong Equipment Type Exam	\$30.00	1	\$30.00	High Altitude Exam	\$20.00	1	\$20.00	Remainder:		4	\$230.00
Item	Price	Unit	Total																						
Commercial Parachutist Certificate Exam	\$100.00	1	\$100.00																						
Tandem Rating Exam (Sigma) (new ratings and cross credits)	\$80.00	1	\$80.00																						
Strong Equipment Type Exam	\$30.00	1	\$30.00																						
High Altitude Exam	\$20.00	1	\$20.00																						
Remainder:		4	\$230.00																						

Step 2: Candidate to take the exams

Once paid for, the exams will appear in the candidate's Exams Pending page.



Select Sit this exam.

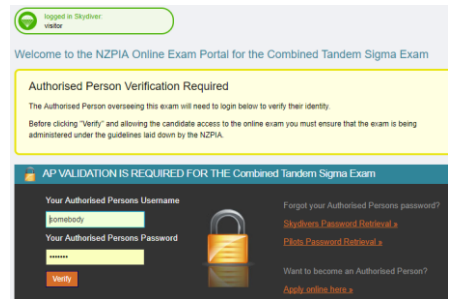
NOTE: a person authorized by the NZPIA to validate that exam must be present



The Authorised Person (AP) is to enter their details and click verify.

The Authorised Person is to supervise as the candidate goes through the exam, ensuring the integrity of the exam.

The Authorised Person must enter their details and click verify when prompted.



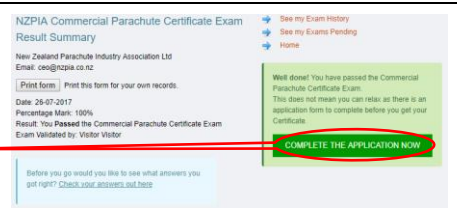
Once complete, the candidate will get their results immediately.

If a passing grade is achieved, the candidate may then apply for the document.

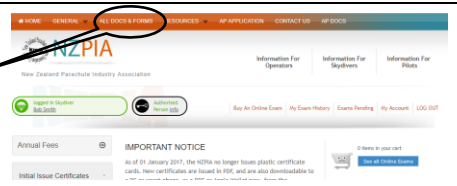
Step 3: Candidate to apply for the document

For Certificates and Endorsements (e.g. CPC), an online application can be submitted immediately after the exam by clicking the big green "APPLY NOW" link.

Note: The Authorised Person must enter their details and click verify when prompted



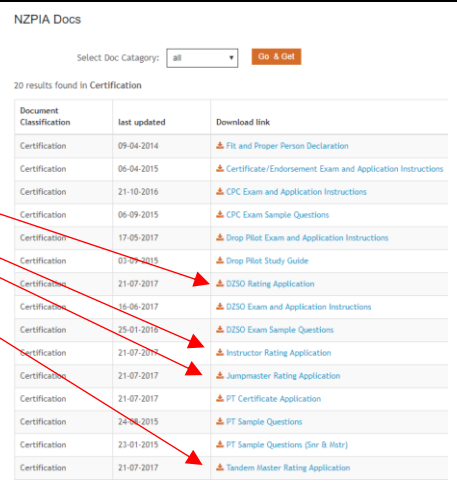
For Tandem, Instructional and DZSO ratings, no online application exists, so a paper application must be downloaded from http://www.nzpia.co.nz/all_docs (only logged in members can access these).



The candidate and the Authorised Person are to complete and sign the application.

The candidate is to send the application to the NZPIA for processing, along with any supporting documents.

The NZPIA aims to process all certificates and ratings within one week of receiving a complete application.



Details of the pre-requisites, privileges, responsibilities and limitations of all certificates, endorsements and ratings are listed in the NZPIA Documents, Standards and Procedures Manual, which can be found on the NZPIA website: www.nzpia.co.nz