



PO Box 570 · Morrisville, NC 27560 · phone 919/572-6880 · fax 919/361-2426

AAHIVM HIV Specialist Credentialing Request for Diagnostic Reports and/or Re-scoring

Q: *What is a diagnostic report?*

A: A diagnostic report is a performance report on a particular portion of the certification examination. It breaks down the individual's total score into the areas tested to describe strengths and weaknesses. ***Diagnostic reports are available up to one year from the most recent test date.***

Q: *What is a manual re-score?*

A: This process entails taking an individual's answer sheet and manually scoring each response to ensure that no error(s) occurred during the computer scoring of the candidate's test. (NOTE: This service is only for paper-and-pencil based examinations and does not guarantee a score will change.) ***Manual re-score requests are available up to 60 days from the most recent test date.***

Use this form to request a copy of a diagnostic report and/or to request a manual re-score of your examination. Please include a check or money order for the total amount, payable to CASTLE Worldwide, Inc., with this request form or complete the credit card payment information below, including an authorized signature. ***Note: Insufficient fund checks will result in the collection of incurred banking fees.*** Please mail the form to the address listed above, and allow 10 to 15 business days for delivery of your report.

CANDIDATE INFORMATION

First Name	
Last Name	
AAHIVM ID Number (6-digit)	

TEST INFORMATION

Test Type (Pharmacist or Specialist)	
Test Date	

MAILING ADDRESS

Name	
Address	
City/State/Zip Code	
Country	

FEE INFORMATION

Diagnostic Fee	\$30
Re-Score Fee	\$25

ADDITIONAL INFORMATION FOR CREDIT CARD PURCHASE (MASTERCARD AND VISA ONLY)

Credit Card Number	
Expiration Date	
Full Name on Credit Card	
Billing Address	
Telephone Number	
Signature of Authorization	