**Section 830.470 Applicant Unable to Attend Scheduled Examination**

a) An applicant who is unable to attend a scheduled pest control certification examination shall provide written notification submitted by mail to, and received by, the Illinois Department of Public Health, Division of Environmental Health, 525 W. Jefferson Street, Springfield, Illinois 62761, or by e-mail to DPH.pestcontrol@Illinois.gov, at least two business days prior to the scheduled examination date.

b) An applicant who files written notification in accordance with this Part will receive no more than one excused absence from an examination per year.

c) An applicant who fails to provide written notification in accordance with this Part and fails to attend the scheduled examination shall be required to file a new application and fee in accordance with Subpart B of this Part to be eligible to take an examination on another date.

d) Written notification shall be sent to the Department's main office in Springfield by U.S. mail, by fax or by electronic mail as indicated on Department examination applications and correspondence.

(Source: Added at 37 Ill. Reg. 3288, effective March 1, 2013)