



Certified Employee Benefits Specialist (CEBS) Frequently Asked Questions

Where do I go to apply for CEBS exams?

Temple University uses a special application form for registering for CEBS exams. It can be found at www.sigmachapter.org under the “Members” tab ! Navigate to the “RMI Exam Info” page!

Complete the **Customer Information** section at the top. *If you are a First-Time Registrant, you can leave the CEBS ID # portion blank for now, but you must sign and date the First-Time Registrant section.*

Then, complete the **CEBS Order Summary Section, Payment Information** section, **Course Materials** section (only if you are ordering study materials), and then finally the **Exam Application and Online Study Registration Fees** section.

How do I register for the CEBS program?

The \$145 registration fee is waived for full-time Temple University students if you use the Temple University application form. You should not register for the CEBS program directly on the CEBS website because your registration fee will NOT be waived, and Temple University will NOT reimburse you at the non-student rate, even if you pass.

What will I have to pay out-of-pocket to take the exam?

You will have to pay a \$115 fee every time you apply to take an exam. This is a student rate, and requires a letter from Michelle Henry stating you are a full-time student. You must obtain this letter before applying and fax it with your Temple University Application. Politely email Michelle at mmhenry@temple.edu to request a letter.

Where do I send my application?

The best and fastest way to submit your application is to fax it to (262) 364-1818. You must pay by credit card in order to do this. You will fax both your application and student letter.

You can also mail the application and letter to the address specified at the bottom of the application form. If you choose this method, you can pay via check.

Reminder: Do not apply online.

When can I take the exams?

The exams are available during the following “Quarters”:

- Quarter 1 – January 1 – March 31

- Quarter 2 – April 1 – June 30
- Quarter 3 – July 1 – September 30
- Quarter 4 – October 1 – December 31

How do I sign up to take the exam after I apply?

Go to www.prometric.com, search for the CEBS designation from the list of testing sponsors, and select “Schedule My Test”. After selecting your state and agreeing to their terms, you will be asked to enter your “Candidate ID Number” which is your CEBS ID # and last name. You will then be able to select a location and testing time.

You will be able to schedule your exam as soon as you see your credit card has been charged or check has been deposited.

If you need your CEBS ID # because it's your first exam, you can call (800) 449-2327, option 3 and request it, or it will come in the mail in a few weeks.

What is the best way to study for the exams?

Everyone has his or her own way of studying. Students who have had success in the past have simply purchased the Learning Guides, which are \$30 each. There are also textbooks and online study sessions available, at an additional cost. If you need to order exam materials, you can do so on your application.

How do I get reimbursed for the exam fee if I pass?

You will need to provide Michelle Henry with the following:

- Reimbursement form
- Stamped letter from Prometric indicating a passing score
- Your Invoice from CEBS showing \$0 balance, which is mailed to you
- W9 Form – politely request Michelle via email to send this to you

You will receive your reimbursement at the end of the semester, regardless of when you passed the exam.

Please note – there are multiple requirements for reimbursement, including good standing within Gamma Iota Sigma. You may not miss more than 2 meetings during the semester.