IRC APPLICANT
HANDBOOK

NIRI **IRC**
INVESTOR RELATIONS CHARTER

NIRI: The Association for Investor Relations
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Contents

About NIRI: The Association for Investor Relations

Founded in 1969, NIRI is the professional association of corporate officers and investor relations consultants responsible for communication among corporate management, shareholders, securities analysts, and other financial community constituents. NIRI is the largest professional investor relations association in the world with members representing over 1,500 publicly held companies and $12 trillion in stock market capitalization.

NIRI welcomes everyone regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age or disability. NIRI is committed to providing a safe, productive, inclusive and welcoming environment for attendees, volunteers, staff and others engaged in programs, meetings, events and activities, including chapter programs. Diversity is valued in governance, speaking, thought leadership and other roles within NIRI.

DEFINITIONS (as they relate to the IRC Program)

Investor Relations

Investor relations is a strategic management responsibility that integrates finance, communication, marketing and securities law compliance to enable the most effective two-way communication between a company, the financial community, and other constituencies, which ultimately contributes to a company's securities achieving fair valuation (Adopted by the NIRI Board of Directors, March 2003).

Public Company

A company whose shares of common stock are traded on a stock exchange or in the over-the-counter market. This may include private companies that intend to offer shares of common stock to the public and make the shares available on a stock exchange or in the over-the-counter market ("Pre-IPO").

Corporate Investor Relations Professional

An individual employed by a public company or pre-IPO who is directly involved in the practice of investor relations. Individuals may hold other responsibilities in addition to their investor relations duties.

Investor Relations Counselor

An individual retained by a public or pre-IPO company who is engaged to provide such services as (1) strategic support and assistance in the development of investor relations strategy, (2) the creation of messaging and communication tools, (3) the implementation of a comprehensive investor relations program or (4) direct engagement with the financial community on their clients' behalf.

Investor Relations Service Provider

An individual who works for a firm providing specific products or services that support an investor relations program or aid a corporate investor relations practitioner in the performance of his/her role.
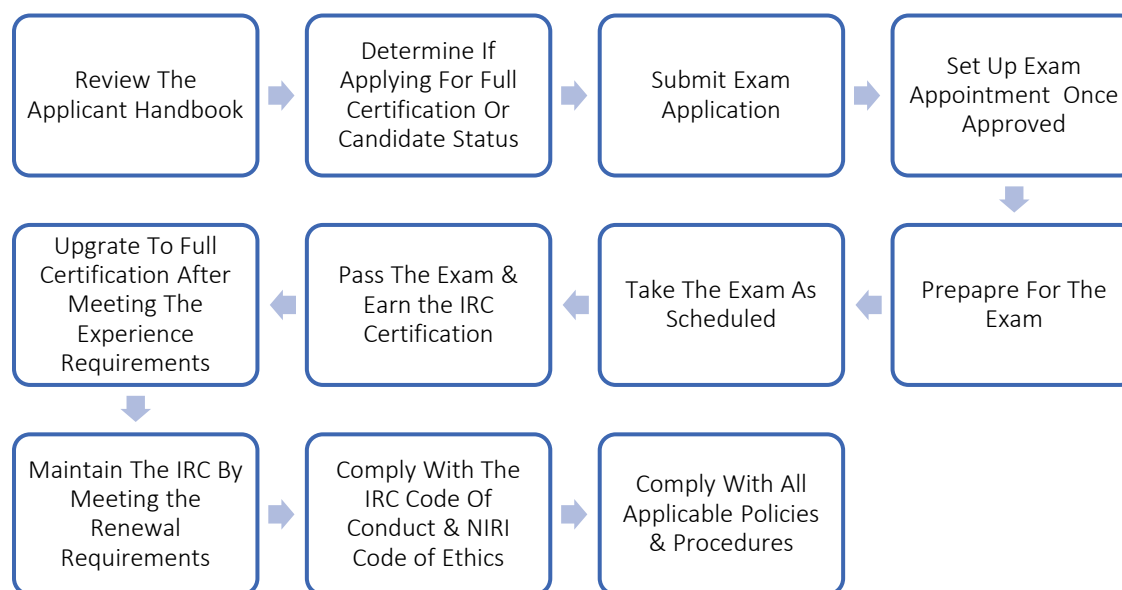
Capital Markets Professional

An individual who is actively engaged in the capital markets such as, but not limited to, investment banker, buy-side and sell-side equity analyst, equity portfolio manager, public debt analyst, private equity and

investment banker, analyst/broker, investor relations for entities with assets under management and securities lawyer.

CERTIFICATION PROCESS

The following chart outlines the steps for applying, earning, and maintaining the IRC certification.

Review The Applicant Handbook	→	Determine If Applying For Full Certification Or Candidate Status	→	Submit Exam Application	→	Set Up Exam Appointment Once Approved

Upgrate To Full Certification After Meeting The Experience Requirements	←	Pass The Exam & Earn the IRC Certification	←	Take The Exam As Scheduled	←	Prepapre For The Exam

Maintain The IRC By Meeting the Renewal Requirements	→	Comply With The IRC Code Of Conduct & NIRI Code of Ethics	→	Comply With All Applicable Policies & Procedures

ABOUT THE INVESTOR RELATIONS CHARTER (IRC)®

Scope
Certification of personnel with fundamental knowledge and skills in the role of investor relations professionals.

Purpose
To maintain a globally recognized standard, through the development and stewardship of a certification program, to advance the practice of investor relations and the professional competency and stature of IR professionals.

Objectives
The objectives of NIRI's Investor Relations Charter program are (1) to validate the professional's fundamental knowledge and comprehension of the core tenets of investor relations and (2) to verify the professional's ability to apply the underlying principles and synthesize the strategic concepts related to the practice of investor relations.

Governance
The Certification Council was created by an act of NIRI's Board of Directors in September 2015. NIRI's Board of Directors has given it sole authority in certification decisions. The Certification Council shall maintain the Investor Relations Charter (IRC)®, govern all certification program activities and oversee all committees and workgroups operating under established policies and procedures.

Statement of Fairness and Nondiscrimination

Governance actions, policies, and procedures shall be fair toward applicants and candidates and certificants.

NIRI, its Certification Council and testing partners adhere to principles of fairness and due process and endorses the principles of equal opportunity. In administering this program, the Certification Council shall not discriminate or deny opportunity to anyone on the grounds of gender, age, religion, national or ethnic origin, marital status, veteran status, disability, sexual orientation, or any other protected characteristic or classification. NIRI and its Council comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the exam solely by reason of that disability. Reasonable accommodation for applicants with disabilities will be provided.

Testing & Live Remote Proctoring (LRP) Providers

Prolydian and Examity assist NIRI and in the administration, scoring, psychometrics and analyses of the IRC exams. Prolydian and Examity have cutting-edge technologies, and have more than 20 years of experience combined providing worldwide testing solutions to corporations, federal and state government agencies, professional associations, certifying bodies and leading academic institutions.

Exam Language

The IRC is a U.S.-based certification program, and the exams are administered in English only.

Exam Availability & Fees

The IRC exams are offered by appointment only online and on demand throughout the year with Live Remote Proctoring (LRP).

2023 EXAM FEES

Member Fee: $1,095	Non-Member Fee: $1,295
Exam Retake Fee: $225	Exam Rescheduling Fee: $125

Exam Eligibility

IR professionals are eligible to apply and sit for the IRC exam. However, to earn the Investor Relations Charter (IRC)® and represent themselves as charter holders, applicants need to meet the full requirements listed below.

HOW TO EARN THE INVESTOR RELATIONS CHARTER

To earn the Investor Relations Charter (IRC)®, applicants must meet EACH of the following four requirements:

1) Pass the IRC exam.

2) Meet one of the following educational and professional work experience options:

   OPTION 1: U.S. bachelor's degree or equivalent with three or more years of qualifying full-time work experience as an IR corporate professional or IR counselor.
   OPTION 2: Six years of qualifying full-time work experience as an IR corporate professional or IR counselor.
   OPTION 3: Hold a current certification relevant to IR practice with three or more years of qualifying full-time work experience as an IR corporate professional or IR counselor.

3) Achieve experience in at least seven of the following ten IR domains of practice with a publicly traded company as an IR corporate professional or IR counselor:

   Domain 1: IR Strategy Formulation
   Domain 2: IR Planning, Implementation & Measurement
   Domain 3: Corporate Messaging Development
   Domain 4: Investor Marketing & Outreach
   Domain 5: Corporate Financial Reporting & Analysis

   Domain 6: Business Insight
   Domain 7: Strategic Counsel & Collaboration
   Domain 8: Capital Markets & Capital Structure
   Domain 9: Corporate Regulatory Compliance
   Domain 10: Corporate Governance

4) Comply with the <u>NIRI Code of Ethics</u> and the IRC Code of Conduct.

IRC CODE OF CONDUCT

This Code of Conduct describes the expectations that we have of ourselves, our volunteers, and our global applicants for certification and recertification. It articulates the ideals to which we aspire, as well as the mandatory ethical conduct in our professional and volunteer roles. We believe that compliance with this Code of Conduct will instill confidence in the conduct of investor relations professionals, and subsequently affect the credibility and reputation of the profession.

All applicants for certification and recertification must agree to comply with the certification Code of Conduct as outlined below:
- I will conduct my professional activities with honesty and integrity.
- I will abide with laws, regulations, and codes related to the IR profession.
- I will be in continuous compliance with the certification requirements as amended from time to time.
- I will bring violations of this Code to the attention of the appropriate body for resolution.
- I will maintain the privacy of individuals and confidentiality of information obtained in the course of my duties unless disclosure is required by legal authority.

- I will abstain from any actions that will bring the Investor Relations Charter into disrepute.
- I will not engage in any unauthorized use of any IRC marks or logos; and
- I will adhere to NIRI's Code of Ethics.

Upgrade to Charter Holder Status

Applicants who successfully pass the IRC exam but do not meet the full work experience requirements by the exam date are given four years to meet these requirements as listed above and be awarded the IRC designation. During this transition period, successful applicants can only represent themselves as IRC-Candidates.

Relevant Work Experience

- At least 50% of duties should be directly focused on IR activities.
- Alternate work experience and paid IR internships will be evaluated on a case-by-case basis.
- NIRI membership is not a prerequisite for certification.

Relevant Certifications

Relevant certifications to the investor relations profession include but are not limited to the following:

- Certified Public Accountant (CPA)
- Chartered Financial Analyst (CFA)
- Other certifications may be evaluated on a case-by-case basis.

EXAM ADMINISTRATION

Live Remote Proctoring (LRP)

IRC exams are delivered by appointment only with live remote proctoring (LRP) online.
Appointments may be scheduled based on availability at least two business days in advance.
Appointment starting times may vary by geographic region.
The proctor will need to have access to your computer for a few minutes to enter the secure exam password and initiate the exam session.

Special Arrangements for Applicants with Disabilities

NIRI and its testing partners comply with the Americans with Disabilities Act (ADA) and strive to ensure that no individual with a disability as defined by the ADA is deprived of the opportunity to take the exam solely by reason of that disability.

NIRI will provide reasonable accommodation for applicants with disabilities. Applicants requesting special accommodation must contact NIRI for detailed instructions. Verification of the disability and a statement of the specific type of assistance needed must be made in writing to NIRI at least 30 days prior to the desired exam date by submitting the *Request for Special Exam Accommodation* form to NIRI who will review it and will contact the applicant regarding the decision on accommodations.

Scheduling The Exam

Exam applications and fees must be submitted to NIRI. Once the application is approved, applicants will receive an initial eligibility confirmation from NIRI followed by an email authorization to schedule their exam appointment from Prolydian. The email includes instructions on how to schedule the exam appointment and the type of technical/computer requirements needed to take the exam online with Live Remote Proctoring (LRP).

After scheduling their exam appointments, applicants will receive from Prolydian a confirmation email with the appointment details and other necessary information.
More information about the live remote proctoring experience or how to schedule exams can be found at https://www.prolydian.com/test-taker-faqs.

Rescheduling The Exam

Exams can ONLY be rescheduled once at least 24 hours before the exam appointment time otherwise, it will be considered a missed appointment.

Exams can be rescheduled online from the Exams Dashboard or by contacting Prolydian support via: support+NIRI@prolydian.com.

A non-refundable $125 rescheduling fee payable to NIRI applies when rescheduling an exam appointment more than once and/or when transferring the exam appointment to the next year. The same fee applies for missed exam appointments.

NOTE: Exam applications and fees are non-transferable between applicants.

Refunds

Refund requests must be submitted in writing to NIRI. A non-refundable $200 administrative fee applies to all refund requests. Applicants wishing to withdraw their exam applications may receive a refund less the applicable administrative fee ONLY if the refund request is received before scheduling the exam appointment.

PREPARING FOR THE EXAM

The IRC Exam is built around professional practice and, as such, it is expected that day-to-day engagement in the various disciplines that collectively compose the practice of investor relations will be a critical prerequisite for success on the exam.

IRC Sample Test

Sample exam questions are available on the NIRI website. These questions are based on various content areas of the IR Competency Framework with various levels of difficulty. Visit www.niri.org/certification to access the sample tests online.

Review Courses and Study Guides

There are no study guides produced by the Certification Council, as it is considered a conflict of interest for a certifying body to sponsor or endorse any refresher courses or study materials.

References and Bibliography

The primary IRC reference book, _**Investor Relations Body of Knowledge**_, is based on the IR Competency Framework. The book has devoted chapters to the ten core domains of the IR competency framework.

**The IR Competency Suite** is a collection of online learning series designed to be maximally flexible to fit the educational and professional development needs. The IR Competency Suite has curated modules that include a blend of video, audio, and interaction, with a short quiz at the end to check what you have learned.

IR Competency Framework and Exam Blueprint

The Job Task Analysis (JTA) study defines the current competencies that must be demonstrated by investor relations professionals for effective performance. The JTA also serves as the blueprint for the IRC exam and the IR Competency Framework. The exam blueprint will be reviewed periodically and updated as needed to reflect current investor relations practices. Since this is a U.S.-based certification program, applicants are expected to know that some of the exam content may be focused on U.S. laws and regulations.

Domains	Percentage of items	Number of scored items
Domain 1: IR Strategy Formulation	14%	25
Domain 2: IR Planning, Implementation and Measurement	11%	20
Domain 3: Corporate Messaging Development	14%	25
Domain 4: Investor Marketing and Outreach	13%	24
Domain 5: Corporate Financial Reporting and Analysis	11%	20
Domain 6: Business Insight	8%	14
Domain 7: Strategic Counsel and Collaboration	8%	14
Domain 8: Capital Markets and Capital Structure	9%	16
Domain 9: Corporate Regulatory Compliance	6%	11
Domain 10: Corporate Governance	6%	11

BEFORE TAKING THE EXAM

The IRC exams are given online with Live Remote Proctoring (LRP) using a desktop or a laptop.

Setting Up the Examity Profile

Prior to beginning any exam, applicants must complete the set-up of their Examity profiles, including the upload of a government issued Photo ID and the computer/system requirements check.

Identification

To complete the verification of their identity, applicants are required to present a valid, government-issued photo ID (e.g., driver's license, passport, state-issued ID card) on exam day. Please ensure that the first and last name on the valid, government-issued photo ID EXACTLY match the first and last name as they were provided on the exam application. If the first and last names are incorrect, please contact NIRI at +1 703-562-7688 immediately. If you have more than one first or last name listed on your government-issued ID, the same names must be reflected on the confirmation email.

Note: Applicants must have proper identification to be allowed to test. Failure to provide appropriate identification when requested by the proctor at the time of the exam is considered a missed appointment. No form of temporary identification will be accepted.

Technical Requirements

Applicants must meet the following technical requirements to test online via Live Remote proctoring (LRP):

- Browser Compatibility: Google Chrome or Mozilla Firefox with POPUP BLOCKER DISABLED. Other browsers are not supported and may not work as expected.
- A working built-in or external webcam, speaker, and microphone.
- Desktop computer or laptop. We recommend using a personal laptop.
- Tablets, Chromebook and cell phones do not meet the proctoring requirements.
- MacOS X 10.5 or higher, Windows Vista or higher. Examity does not support Linux or Chrome OS.
- Have reliable access to the Internet. A high-speed Internet connection (5 mbps). Wireless is acceptable; however, a wired connection is preferred. Hot spots are not recommended. An Internet connection disruption will suspend the test session.

Computer and System Checks

To minimize any potential disruptions during your exam, it is recommended that applicants test their computer/system prior to taking the IRC exam.
To configure the system for the Examity LRP environment before the exam, click here:
https://test.examity.com/systemcheck/ComputerReadinessCheck.aspx

ON THE DAY OF THE EXAM

Applicants need to log in at least 15 minutes prior to the exam to complete the security verification process.

To access the exam:
1. Log into your Prolydian account at https://app.prolydian.com.
2. Click the "**Access my Examity Account**" button from your Prolydian Exams dashboard.
3. Click the "**Start Exam**" button.
4. Install the Examity extension by following the instructions on the Exam start page.

Note: Applicants will not be allowed to test if they are late to their scheduled appointments.

Exam Security and Restrictions

Prolydian & Examity administration and security standards are designed to ensure all applicants are provided the same opportunity to demonstrate their abilities. The exam is continuously monitored by proctors with live audio and video surveillance equipment for security purposes.

The following security procedures apply during the exam:

- The proctor requires access to laptop to enter the secure exam password and initiate the exam session.
- Completing a room scan with the presence of a live proctor will be required before the exam can begin by using the webcam to view the entire room and workspace.
- Be in a well-lit environment and the face must be clearly visible throughout the exam.
- Remain in the center of the webcam frame throughout the exam.
- Refrain from wearing hats, sunglasses, hoods, or anything that obscures the view of your face.
- Webcam, speakers, and microphone must remain on throughout the test.
- Exams are proprietary. No note pads, tape recorders, watches, smartwatches, pagers or cellular/smartphones are allowed in the room where the test is being taken.
- Possession of any electronic device is strictly prohibited and will result in dismissal from the exam.
- Dual monitors are not permitted and must be unplugged before candidates can begin their exam.
- No guests, visitors or family members are allowed in the room where the test is being taken.
- No questions concerning the content of the exam may be asked during the exam.
- Only drinking water is permitted while the exam is being administered. The water bottle should not have any label on it.

DURING THE TIMED EXAM

Attestation

The IRC exam is delivered with Live Remote Proctoring (LRP) online. By taking the IRC exam online, applicants understand and agree that a room scan will be conducted by the proctor before the exam can begin by using webcam to view the entire room and workspace.

Applicants also attest, agree, and understand that the exam session is recorded and may be saved for up to one year. The recordings will be deleted no later than one year after the exam date. The exam session will only be reviewed by the testing agency, proctor, and NIRI as the testing program owner as part of the audit process, for irregularity and security incidents, and for the enhancement of the exam experience.

Exam Duration and Break

Applicants are allowed four hours to complete the IRC exam. A timer will be displayed at the top of the page to help test takers keep track of time.

If needed, test takers may take ONE optional break up to 10 minutes, but the timer will NOT be paused during the break. Applicants should NOT leave any flagged items for review before taking a break. Test takers will NOT be allowed to revisit any pre-break items after their return. To start the break, test takers must click on the coffee cup icon at the top right of the screen.

Use of Calculator and Note Pad

Test takers will be provided with an on-screen calculator and an on-screen notepad to use if needed. They can be found by clicking the "Tools" button (pencil/ruler icon) on the top right corner. Due to the nature of the exam being taken online, test-takers will NOT have access to any physical materials.

Comments

During the exam, test takers may make comments and provide feedback to NIRI on any exam question by clicking on "Item Comment" also located under "Tools". This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

Another Comments Form is also available on NIRI's website www.niri.org/certification.

Exam Irregularities

Prolydian is responsible for the validity and integrity of the exam scores they report to NIRI. On occasion, occurrences, such as computer malfunction or misconduct by an applicant, may cause a score to be suspicious. NIRI reserves the right to void and/or withhold exam results if, upon investigation, a violation of its program regulations is discovered.

Misconduct

If an applicant engages in any of the following conduct during the exam they may be dismissed, scores will not be reported, and exam fees will not be refunded. Examples of misconduct are when an applicant:

- Creates a disturbance, is abusive or otherwise uncooperative with the proctor.
- Displays and/or use electronic communications devices such as pagers, cellular/smartphones/EarPods.
- Talks or participates in conversation with others.
- Gives or receives help or are suspected of doing so.
- Leaves the room during the exam administration.
- Attempts to record exam questions or make notes.
- Attempts to take the exam for someone else.
- Is observed with personal belongings.
- Is observed with unauthorized notes, books, or other aids; and/or
- Takes the exam for any reason other than the purpose of seeking certification.

Cheating

Any applicant failing to adhere to any of the rules listed above will be considered guilty of cheating and will not be allowed to continue the exam. Fees are forfeited and no score will be given. Incidents may be referred to the NIRI Certification Council for adjudication.

Copyrighted Exam Questions

All test-related materials including the exam questions, forms, and other information are the exclusive intellectual property of NIRI. Accordingly, none of these confidential materials is available for review by anyone other than the NIRI certification staff and designated committees.

It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these exam questions by any means, in whole or in part. Doing so may subject the applicant to severe civil and criminal penalties.

Power Failure and Emergencies

In the event of an unforeseen emergency on the day and time of an exam, Examity will determine whether circumstances warrant the cancellation and subsequent rescheduling of an exam.
If power is temporarily interrupted during an exam administration, the exam will be resumed, if possible. The responses provided up to the point of interruption will be intact and the applicant will resume the exam at the last time remaining recorded.
If it is not possible to resume the exam in a timely manner, Prolydian will coordinate a new appointment with the applicant.

AFTER COMPLETING THE EXAM

Exam Scoring

The passing score for the IRC exam is set by a national panel of experts' representative of the profession. The minimum passing score is 124 of 180 scored items. In addition to the scored

items, the IRC exam includes 20 pre-test items. These items are used for developing future exams and, accordingly, are not scored and have no impact on an applicant's pass/fail status. Individual raw exam scores are confidential.

Reporting of Results

Applicants will receive their provisional exam result from Prolydian within three business days after completing the exam. The time needed before releasing the exam results involves reviewing the security recordings, reviewing applicants' comments, and conducting a quality check.
The official results will be released by NIRI within a reasonable time frame.

For information purposes, the results will include a total composite score and scores for each of the ten domains of the exam blueprint. Challenges that would affect whether an applicant passes or fails an exam will be reviewed as received.

ATTAINMENT OF CERTIFICATION

Confidentiality

Information about applicants for testing and their exam scores is considered confidential. Studies and reports concerning applicants will contain no information identifiable with any applicant, unless authorized by the applicant.

It is up to each applicant to notify an employer or others of the exam outcome and score. Upon a certificant's request, NIRI may send a letter to the employer notifying them of the certificant's accomplishment. NIRI periodically publishes the names of those who have passed on its website. Upon inquiry, NIRI will release information regarding the status of an individual's certification only (i.e., certified or not certified, active or inactive, date certification was granted, and date certification expires).
Information regarding scores and whether an individual took the exam will not be released.

Successful Applicants

Applicants who pass the exam and meet all the requirements as listed on page 3, will receive a certification welcome package from NIRI to confirm their success. They then are authorized and encouraged to use the IRC designation to denote certification on business cards, letterheads, signature, etc.

Applicants who pass the exam but do not meet all the requirements are given four years to meet these requirements and complete the upgrade process. Passing applicants can represent themselves as IRC-Applicants during the transition period.

Unless otherwise requested, NIRI reserves the right to publish the names of those who pass the IRC exam, and NIRI may issue a press release listing the names of applicants who passed the exam. The certification and certificate remain the property of NIRI, which may be withdrawn, canceled, revoked, or annulled for a cause, in which case, individuals must immediately cease the use of the Investor Relations Charter (IRC)® or referring to themselves as charter holders.

Achieving certification does not constitute a NIRI membership. Certification is only granted to individuals who meet ALL the eligibility requirements and achieve a passing score on the exam. Grandfathering certification is not permitted for any applicants failing to meet all these requirements.

Use of IRC Marks and Logos

The IRC certification marks and logos are the property of NIRI. It is understood and acknowledged that the use of the IRC certification marks and logos is a privilege. Those individuals who are permitted to use them do so by meeting and complying with the IRC certification program policies and requirements.

Use of the marks and logos by individuals who have not been granted or successfully maintained the certification is expressly prohibited. Violations will be pursued to the full extent of the law.

The IRC marks and logos may only be used on business cards, stationery, letterhead, and similar documents on which the name of the certified individual is prominently displayed.

Maintaining Certification

The purpose of the renewal program is to ensure that a commitment is made to keep knowledge and skills, as stated in the exam requirements and blueprint, current through relevant work experience and ongoing professional development.

To maintain the IRC certification, certificants must comply with the renewal program requirements which consist of submitting a renewal fee and a renewal application, documenting their IR-related activities within a three-year renewal cycle.

A total of 30 approved professional development units (PDUs) is the minimum required for certification renewal. Refer to the IRC Renewal Program on the NIRI website for detailed information.

Unsuccessful Applicants

Applicants who did not successfully complete the IRC exam will receive an email notification from NIRI in addition to the diagnostic report on their performance from Prolydian. This report identifies the knowledge areas in which the applicant's performance is deficient and is intended to help the applicant become better prepared before retaking the exam.

NOTE: Scores and diagnostic reports are reported via email. Applicants are responsible for promptly notifying NIRI of any mail or email address changes.

Retesting Procedures

Applicants who do not pass are eligible to retake the exam three times per year with at least a three-month period in between. After three failed attempts, applicants will not be able to retest until after a year has passed. Please contact NIRI for detailed information.

NOTE: Individuals may not take the exam for a certification which they currently hold (active or inactive).

Duplicate Certificate

The IRC certificate and digital badge are provided electronically and can be downloaded at any time. Any certificant may order a hard copy of their own certificate document (8.5'x11"). Orders can be placed with NIRI electronically or over the phone. The order must be submitted with the $15 fee for orders in the United States, and $15 fee plus applicable shipping charges for all international orders.

Score Verification

Request for score verification or manual score recheck must be submitted to NIRI in writing. The request must include the name of the applicant, identification number, mailing address, telephone number, date of exam. Submit this information with the required $25 fee payable to NIRI. Verified score reports will be provided within approximately three weeks after receipt of the request and fees. Requests must be submitted within 15 days of receipt of the exam score.

Challenging Exam Items

Applicants wishing to challenge a particular item on the exam must submit the Challenge & Appeal Form to NIRI certification staff within 15 days of taking the exam. Applicants must provide as many details as possible regarding the item(s) they wish to challenge. A general challenge to the exam is not permitted due to the confidentiality of the exam content. Individual answers to exam items cannot be released for the same reason.

Appealing Final Score

Applicants wishing to appeal the final score of their exam must submit the Challenge & Appeal Form to NIRI certification staff within 15 days of receiving the exam results. Appealing the final score is limited to scoring errors if they appear on the score reports.

Any scoring alteration found because of an item challenge or a final score appeal will be applied to all applicants whose pass-fail status was affected, not just the applicant submitting the challenge or appeal.

EXAM APPLICATION PROCESS

Instructions for Completing the Application

Applicants are required to fully review the IRC Applicant Handbook and all enclosed instructions to fully understand the process and submit their applications successfully.

Application

To apply for the IRC exam, log on to your NIRI Account, follow the link to *"My Certification"* and then select *"New application"* once. You do not need to create more than one application.

Full Name
The name you enter on your application must exactly match the name listed on your current, government-issued photo ID such as driver's license or passport. Do not use nicknames or abbreviations. Complete all information requested unless noted as optional on the application. Mark one response only unless otherwise indicated.

Signature
Your electronic signature acknowledges that you have read the content of this handbook and that you will abide by the policies and procedures of the IRC program.

Required Documents for the Initial Application and Eligibility Process
Based on the eligibility option selected, one or more of the following documents must be submitted with the completed and signed exam application:

- Current resume or curriculum vitae (CV) with detailed information about the IR qualifying work experience (required from all applicants).
- Verification of work experience form or written statement from human resources department confirming the IR work experience stated in the application.

Complete Application
Approved applicants will receive confirmation of their acceptance by email from NIRI followed by another email authorization from Prolydian to proceed with scheduling their exam appointment.

Required Documents for the Upgrade Process
- Current resume or curriculum vitae (CV) with detailed information about the IR qualifying work experience.
- Verification of work experience form or written statement from human resources department confirming the IR work experience stated in the application.

Appeal Process
It is the responsibility of the applicants to prove their eligibility to sit for the exam and earn their IRC designation. If an applicant fails to meet any of the requirements by the upgrade deadline, s/he has 15 days to appeal the decision by submitting the Challenge & Appeal Form to NIRI Certification staff for review. The Challenge & Appeal Form is available on NIRI's website and can be requested from NIRI certification staff.

Audit Process
NIRI certification staff will randomly audit a percentage of the IRC applications each year to verify the accuracy of the submitted information and supporting documents. When an application is audited, the applicant may be required to submit one or more of the following:
- Copy of official diploma for all collegiate studies (if requested by NIRI).

- If self-employed, a notarized self-declaration and proof from at least two established clients.
- Official college transcripts evaluated by World Educational Services (WES) www.wes.org for international applicants.
- Proof of active certification status (i.e., certification card or copy of the certificate showing the current expiration date).

CONTACT INFORMATION

NIRI: The Association for Investor Relations
Phone: +1 703-562-7688
Email: Certification@niri.org
All IRC-related questions and non-technical system inquiries.

Emergency Phone # to Call During the Exam
Examity: +1 855-EXAMITY (1-855-392-6489)

Examity
Phone: +1855-392-6489
Email: support@examity.com
Live Chat: "Chat with an expert" orange button on bottom right of Examity Profile/website.
For support setting up an Examity profile and issues connecting to proctors during exams.

Prolydian
Phone: +1 850-739-8992
Email: support+NIRI@prolydian.com
Live Chat: Circular yellow "?" button on top right of Prolydian account
For support including scheduling/rescheduling exams, site navigation, Prolydian site troubleshooting.