

SAMPLE score file layout:

EXAM POSTING RECORD

05 FILLER	TEXT (3 SPACES).
05 EXAM_CODES.	
10 INDICATOR	TEXT (1 CHAR).
10 INDICATOR	TEXT (1 CHAR).
05 SOCIAL SECURITY #	TEXT (9 CHAR).
05 LAST_NAME	TEXT (25 CHAR).
05 FIRST_NAME	TEXT (16 CHAR).
05 MIDDLE_NAME	TEXT (16 CHAR).
05 GENERATION	TEXT (3 CHAR).
05 ADDRESS_LINE 1	TEXT (30 CHAR).
05 ADDRESS_LINE 2	TEXT (30 CHAR).
05 CITY	TEXT (25 CHAR).
05 STATE	TEXT (2 CHAR).
05 ZIP CODE	NUMERIC (5).
05 FILLER	TEXT (8 SPACES).
05 RECIP_INDICATOR	TEXT (1 CHAR).
05 EXAM_MONTH	TEXT (2 CHAR).
05 EXAM_DAY	TEXT (2 CHAR).
05 EXAM_YEAR	TEXT (2 CHAR).
05 EXAM_LOC CODE	TEXT (3 CHAR).
05 EXAMSCORE	TEXT (3 CHAR).
05 APP_CBE_APPROV	TEXT (3 CHAR).
05 HOURS	TEXT (6 CHAR).
05 SCHOOL_CODE	TEXT (4 CHAR).

It will not be necessary to use the **APP_CBE_APPROV** field for noting these types of programs. Please just space fill this field.

The **HOURS** field should represent the actual hours attended at the school where they took their training.

EXAM_LOC codes for some exam sites are:

Northern VA in Fairfax	FFX
Western VA in Roanoke	RNK
Tidewater VA in Norfolk	NOR
Central VA in Richmond	RIC
Southwestern VA in Abingdon	ABD

Any requested changes to the record must be made to the Department/board at least thirty (30) days in advance.

