

**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.

<b>EXAM_LOC</b> 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.**

