



## **ABV Credential Exam Registration and Scheduling Procedures, Terms and Conditions**

The following information is included in this document to provide guidance to candidates to register for and schedule their ABV Exam sessions:

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### **Registering for the ABV Exam**

The 2009 ABV Credential Exam administration will take place November 9 through December 12, 2009. Registration for the 2009 ABV Exam closes on October 31, 2009.

Individuals interested in taking the exam must register and pay the required exam fee to the AICPA. There are two ways to register:

1. Visit [www.aicpa.org/abvexam](http://www.aicpa.org/abvexam) and click on the link toward the top of the page stating 'Register for the ABV exam online'. Online registration is available to both AICPA members and people who are not AICPA members.
2. You can download the PDF version of the ABV Exam Registration form, complete it and either fax or mail it to the AICPA. Payment is by credit card or check.

### **Notification to Schedule (NTS) Letter**

Subsequent to registration, candidates will receive a "Notification to Schedule" (NTS) letter and a copy of the Prometric Test Center Regulations. This notification will be delivered via email if candidates have a valid email on file or provide one during the registration process. If there is not a valid email address

on file, the NTS letter will be distributed to the candidate via U.S. Postal mail delivery.

The NTS Letter will contain the candidate number and test administration information including a web site link and a toll-free telephone number to schedule an appointment. The Test Center Regulations will include relevant information surrounding the actual testing session at one of the nationwide Prometric testing centers. See the **Test Center Regulations** section below.

If you do not receive this information, please notify the AICPA at [ABV@aicpa.org](mailto:ABV@aicpa.org) or call 888-777-7077, and enter option # 4.

After receiving your NTS letter, you should schedule your test date as quickly as possible.

### **Scheduling your Exam**

Scheduling for the exam will begin in August 2009. Once scheduling is available, it is important that you schedule your exam session as soon as possible because these appointments are made on a first-come, first serve basis and there are limited seats at the testing centers. The sooner you schedule, the more likely you will be able to schedule at the specific location and time that is convenient to you.

- NTS Letters will be distributed beginning in August, 2009.
- For candidates registering online, NTS letters will be distributed the following week for registration forms received by COB each Wednesday..
- If candidates registered via fax, registrants should allow at least two weeks from the AICPA receipt date to receive their NTS letters.
- **NOTE: The closer to the exam window that candidates schedule an appointment, the more challenging it becomes to select a *preferable* location.**

Prometric provides two easy methods to schedule test appointments:

- Online (**Secure and available 24 hours a day, 7 days a week**). In order to schedule online, you must provide an e-mail address. If you do not have an e-mail address, please call the Prometric Contact Center.
- Calling the Prometric Contact Center at: 800-864-8080.

When you are prepared to schedule the appointment for your exam, please visit [www.prometric.com/ABV](http://www.prometric.com/ABV) or refer to the information in your NTS letter for details about what you will need to complete that process.

On the bottom of your NTS letter, you will find space to write the date, time, confirmation number, and location of your testing appointment. If you provide an e-mail address, you will also be sent an email confirmation. You can visit the Prometric site and print one if needed.

**Reminder: You may schedule ONLY after you receive the NTS letter.**

### **Refunds, Rescheduling, Cancellation & Deferral Policy**

**Please be advised that you may be required to pay a rescheduling fee, deferral fee, or forfeit your examination fees should you choose to reschedule, cancel your test appointment, or defer your exam until the following year.**

#### **Refunds**

**ABV Exam registration fees are non-refundable.** If you fail to 1. schedule an appointment, 2. reschedule your appointment, 3. cancel your appointment, 4. request to defer your exam until next year, or 5. attend your scheduled testing appointment, you will forfeit all exam fees paid.

Exam registration and ABV program membership fees are also nontransferable.

#### **Rescheduling the Date, Time or Location**

If you are unable to appear for your appointment, you must reschedule using one of the methods below or you will be marked as a “no-show” and incur a rescheduling fee or you may forfeit your examination fees.

If you wish to reschedule your exam date or time, you must do so **by 12:00 P.M. of the second business day prior to your appointment using** Prometric’s Web scheduling tool at [www.prometric.com/ABV](http://www.prometric.com/ABV) or Prometric’s automated voice response system at: 800-864-8080; both are available 24 hours a day, 7 days a week. You may also call the Prometric Contact Center at: 800-864-8080. When rescheduling. Please have your candidate ID number (located on the NTS letter) available from your original appointment. If you reschedule your appointment **after 12:00 P.M. of the second business day prior to your appointment**, you will be charged a \$35.00 fee to reschedule, payable to Prometric.

**Note: Prometric cannot guarantee an appointment at the location of your choice should you choose to reschedule for the ABV Exam. All appointments should be scheduled no less than five (5) calendar days before the test administration begins.**

### **Cancellations and Deferrals to the Next Exam Administration**

Candidates unable to take the exam can request to defer their registration to the next exam period. Candidates who have registered but then elect to defer to take the exam the following year will be required to pay a deferral fee of \$100 during the subsequent year's exam registration period. All fees must be paid to the AICPA prior to sitting for the ABV exam. You are only allowed one exam deferral.

If you cancel your appointment and defer to the next administration, you must cancel **by 12:00 P.M. of the second business day prior to your appointment** using one of the methods described under "rescheduling" or you will be marked as a "penalty-cancel" or "no-show" and may forfeit your examination fees.

If you determine that you no longer wish to sit for the ABV Exam, you will forfeit all exam fees paid.

### **Test Center Regulations**

There is an extensive list of Identification requirements and Test Center Regulations that will be provided to you. Be sure to review this document and be prepared.

### **Special Conditions Appointments**

If you require reasonable accommodations, you must make your appointment by phone. Once you have received approval for an accommodation, please call the Special Accommodations Department in Prometric's contact center at: 800-967-1139 to schedule your examination. If you have not received approval for a reasonable accommodation, please e-mail [abv@aicpa.org](mailto:abv@aicpa.org).

Prometric requires 30 days notice to schedule examinees requiring special accommodations. This allows them time to arrange for the resources necessary to accommodate your special needs.

### **Examination Tips**

Knowledge of the subject matter is essential for success on the examination. However, there are some examination-taking techniques that can assist you in taking the exam. Candidates should remember to use these techniques when preparing for and taking the examination. The following are some suggested techniques:

- **Be punctual.** Plan to arrive at the examination room well in advance of the starting time. Allow time for any unforeseen delays.
- **Budget your time.** Consider the number of multiple-choice and case study questions in each part of the exam and the time allotted so that you are able to address each question.

- **Answer all questions.** All multiple-choice questions should be answered with the best answer. There is no penalty for incorrect answers, and grades are based solely on the total number of correct answers.
- **Read the case-study question.** Carefully read the entire case-study question to get a general idea of the subject matter being tested, and then reread the question and make notes on the scratch paper provided of the pertinent information. Some candidates approach a case-study question by reading the requirements first and then by reading the situation for the information it contains. This procedure may enable candidates to identify the data more rapidly and to classify the information for pertinence. The case-study questions are intended to be straightforward. Assumptions are rarely necessary.

Everything you need to take the exam will be supplied for you at your workstation. You will be given a short tutorial at the beginning of the exam that tells you when to press a key or when to click the mouse. It will tell you, for instance, that you can change your answers by using the arrow keys. When you finish the tutorial, you will start the exam. Timing of the exam does not start until you tell the program you are ready. As you answer questions, the time remaining is shown on the screen. When you finish the exam, if time still allows, you will be given the option of exiting or going back. If you exit, your test is complete. If you do not finish in the length of time you are given, the program will exit for you, just as a proctor would take up paper exam when the time is up.

### **Exit Survey**

When you complete the exam, you will be asked to complete a brief automated survey that will provide feedback on how to improve the testing process.

### **Test Results**

Test results are usually mailed by the end of the February.

**NOTE:** No results will be given over the phone.

### **After Passing the Examination**

After the candidate passes the examination, an official pass/fail letter will be sent via US mail notifying the candidate of his or her results. This letter will detail the next steps the candidate needs to address, such as the remaining business experience or life long learning requirements that the candidate needs to meet in order to be certified. Once all the requirements have been met and the credential application has been submitted, an ABV certificate will be sent to the member. At that time, he or she will be eligible to use the ABV credential in compliance with the rules of the state in which they practice.

You are not certified until you receive this notice.

**Failing the Examination**

If you do not pass the ABV examination and wish to retake the exam in the following year, you can retake the exam at the reduced rate of \$.200.

**Additional Questions**

For questions about the ABV Credential program contact the AICPA at 888-777-7077 option 4 or send an email to: [abv@aicpa.org](mailto:abv@aicpa.org).

You can view other important information about the ABV Exam and the ABV Credential on-line by going to [www.aicpa.org/fvs](http://www.aicpa.org/fvs) and clicking on the “Become an ABV” button on the left side of the page.