



## APPLICANT OVERVIEW OF THE ABPh EXAM PROCESS

- Review the *Certification Exam Perquisites & Policies* document and determine physician eligibility to meet established criteria to sit for the exam.
- Complete pages 5-10 of the Board Certification Exam Application. If required in the application process, complete the ABPh Case Log, preferably electronically in Excel. Also print the ABPh Case Log.
- Use pages 2-3 of the Board Certification Exam Application as a checklist guideline, and compile all application documents. Note: depending on applicant's circumstances, additional documents not referenced on the checklist guide may be required.
- Mail or otherwise deliver all materials, postmarked no later than February 29, 2008, to the ABPh Office. If the ABPh Case Log was completed in Excel, email the log to the HQ Office.
- Upon receipt of the application, the ABPh staff will send to the applicant via US Mail an *Acknowledgement of Receipt* of the application.
- Within 4 weeks of submission of the application, the ABPh staff will send an *Application Status Letter* to the applicant.

### If you are deemed ineligible to sit for the certification exam:

- ...you will be notified as to the reason why, you will be issued a full refund of the \$2100 exam fee, and you may dispute the ruling per the ABPh Dispute Resolution Policy.

### If you are deemed eligible to sit for the certification exam:

- ...you are now a Candidate to sit for the exam.
- Candidate demographic data, including a unique ID number, will be transmitted to Pearson VUE, the test administrators, on a weekly basis. Candidates will be informed of their ID number, and candidates are then responsible for registering at a Pearson VUE Test Center, via web or phone, to take the exam. (There are no additional fees to pay.) No applicant may register with Pearson VUE without prior ABPh approval and authorization.
- Candidates are strongly urged to register with a Pearson VUE Test Center as soon as they are notified of their eligibility, as there is limited seating at any given test center. The ABPh is not responsible for candidate access to or appointments at Pearson VUE Test Centers.



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- Candidate will receive a Confirmation Letter from Pearson VUE, and this will likely arrive via email.
- If candidate needs to cancel taking the exam for any reason, they may receive a refund of the \$2100 exam fee if notification is made to the ABPh Office by the posted Full Refund Cutoff date. After that date, the exam fee is refundable less a \$500 administrative fee. (Candidates may petition the Board for a waiver if there are special circumstances for the cancellation.) Note that if Candidate has already made their appointment at Pearson VUE, they should also contact and cancel their seat at Pearson VUE directly with the test site. See *Cancellation Policy & Procedure* on the Application Form for full details.
- Candidates may optionally take a demonstration test. This demonstration test is only meant to familiarize candidate with the Computer Based Testing (CBT) module in which the exam will be delivered. The demonstration exam does not deal Phlebotomy, only the delivery system. Details on this test will be provided to candidates upon their acceptance to sit for the exam.
- Candidates will sit for the four-hour exam on May 10, or May 12-17, 2008. Two forms of ID are required. Exam administrative logistical details will be available from the Pearson VUE website.
- Candidates will be notified of results after the exam. Details regarding the timeline of the exam results notification and what “post exam information” will be disclosed to candidates will be forthcoming.

**Important Dates for the May 2008 Exam:**

1. Candidate Application Period:  
December 7, 2007 (Friday) – February 29, 2008 (Friday)
2. Notification to Candidate of Acceptance to Sit for the exam:  
December 15, 2007 – March 31, 2008
3. Candidate Registration (@ Pearson VUE):  
Opens February 11, 2008
4. Full Refund Cutoff for Exam Cancellation:  
April 13, 2008
5. Exam Dates:  
Saturday, May 10 & Monday-Saturday, May 12-17, 2008

Candidates are **strongly encouraged** to register with Pearson VUE as soon as possible after receiving your notification that you may sit for the exam. The earlier one registers, the greater the likelihood the requested testing center and date will be available.



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