



APPLICANT OVERVIEW OF THE ABPh EXAM PROCESS

- Review the *Exam Prerequisites and Policies* document and determine physician eligibility to meet established criteria to sit for the exam.
- Complete pages 5-9 of the Board Certification Exam Application. If required for your type of submission, complete the ABPh case log.
- Use page 2 of the Board Certification Exam Application as a checklist, and compile all application documents. Note: depending on applicant's circumstances, additional documents not referenced on the checklist guide may be required.
- For hard copy submissions, mail or otherwise deliver all materials, postmarked no later than February 12, 2010. If the ABPh case log was completed in Excel, mail or email the log to the ABPh headquarters. Online application submissions will be available starting late November 2009.
- Upon receipt of the application, the ABPh staff will send the applicant via US Mail an *Acknowledgement of Receipt* of the application.
- Within 30 days 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. Once approved, candidates will be informed of their ID number. 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 encouraged to register with a Pearson VUE Test Center as soon as they are notified of their eligibility and ID number. There is limited seating at any given test center. The ABPh is not responsible for candidate's registration with Pearson VUE.

- The candidate will receive a confirmation letter from Pearson VUE and this will likely arrive via email.
- If the 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 headquarters by the posted full refund deadline. After that date, the exam fee is refundable minus a \$500 administrative fee. (Candidates may petition the Board for a waiver if there are special circumstances for the cancellation.) Note that if a 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.
- Candidates will sit for the four-hour exam between April 17, and April 24, 2010. 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 April 2010 Exam:

1. Candidate Application Period:
November 2, 2009 - February 12, 2010
2. Notification to Candidate of acceptance to sit for the exam:
December 2009 - March 2010
3. Candidate Registration (@ Pearson VUE):
Opens January 18, 2010 (to approved candidates only)
4. Full Refund deadline for Exam Cancellation:
March 19, 2010
5. Exam Dates:
April 17 - April 24, 2010

Contacting the ABPh Board Office:

The American Board of Phlebotomy
Certification Exam Coordinator
12100 Sunset Hills Rd, Suite 130 Reston, VA 20190

Tel: 703-234-4089

Fax: 703-435-4390

E-mail: info@theabph.org

Website: www.americanboardofphlebotomy.org