

Application Agreement

Applicants must apply online, pay all fees and submit all of the required supporting documentation in order for APCA to determine if they are eligible to sit for APCA examinations. Examination application fee(s) are processed before documentation review takes place.

By submitting a completed application to APCA for review, you agree that:

1. You will be bound by and comply with all rules and policies as from time may be established or amended, including but not limited to, the timely payment of all applicable fees, satisfaction of all annual maintenance, certification and renewal requirements, and the [compliance policies and procedures](#);
2. The information provided in your application and in support of your application and any other information that you may provide to APCA in the future is truthful and accurate. In the event that information you provide to APCA changes or you learn that it is untrue or inaccurate, you will provide corrected information to APCA in a timely manner;
3. All documents, communications, and other information received by APCA become the property of APCA and will not be returned;
4. APCA, in its discretion, may request from you or others information concerning matters that may be relevant to your eligibility for certification and certification status;
5. APCA may communicate to state or Federal authorities, employers, and others information concerning your eligibility for certification or certification status;
6. Information regarding your examination results, as described in [Notification of Results and Scoring](#), may be conveyed to your program director as requested by your school or program;
7. Without limitation, APCA may deny, revoke, suspend, or otherwise take action at any time with regard to your eligibility for certification or certification for:
 - a. Failure to satisfy eligibility requirements for certification or maintenance of certification;
 - b. Any irregularity in connection with any examination; or
 - c. Violation of [compliance policies and procedures](#).
8. The decision as to whether your examination results and other eligibility requirements qualify you for certification rests solely and exclusively with APCA and that its decision is final;
9. Sanctions may be imposed for any violation of the [compliance policies and procedures](#), and APCA may make information publicly available concerning your sanction status; and
10. You hereby agree to release and exonerate, and shall indemnify and hold harmless, APCA and its officers, directors, committee members, employees, agents and representatives ("Indemnified Parties") from any and all liability of every nature and kind growing out of any action or inaction by any Indemnified Party pertaining to your application, eligibility, examination, certification, or status.