

## ADA Examination Scheduling and Cancellation Guidelines

Examination	Policies Pertaining to this Examination
<p><b>CBCCT Examination</b></p> <ul style="list-style-type: none"> <li>• Windowed Examination*</li> <li>• Examination Administration Window dates: 09/14/21 - 10/14/21</li> <li>• ADA Approved</li>   <li>• To schedule your examination, you must first apply and then receive an Examination Confirmation Letter (ECL) email. A Certification Number will be assigned to you and can be found in the ECL email.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Extension Policy:</b> Extensions are not available for windowed examinations.</li>   <li>• <b>Examination Score:</b> Examination results and a diagnostic score report will be available approximately 60 days after the close of the examination administration. At that time, an email will be sent to you with instructions on how to access your score report in MYAPCA.</li>   <li>• <b>Scheduling Policy:</b> You must schedule and sit for the listed examination(s) with the Pearson VUE Testing Center by the dates listed. <b>To ensure a test date is available, it is recommended that you schedule an examination appointment upon receipt of your Examination Confirmation Letter (ECL) email.</b></li>   <li>• <b>ADA Approved</b> <ul style="list-style-type: none"> <li>• <b>Your request for ADA Special Seating and ADA Special Scheduling has been granted.</b></li> <li>• Due to the unique nature of your authorization, you will not have the ability to schedule your appointment online. <b>Therefore, it is strongly recommended that you contact the Pearson VUE Special Accommodations Scheduling Department at 1-800-466-0450 as soon as possible to schedule your testing appointment.</b></li> </ul> </li>   <li>• <b>Cancellation Policy:</b> you must submit a SIGNED cancellation/partial refund request via email, <a href="mailto:CBCCT@inteleos.org">CBCCT@inteleos.org</a> , or by fax to 301-424-0875 no later than Friday, September 3, 2021. If applicable, please include your Pearson VUE cancellation email with your request. Be advised, it may take up to 24 hours for your Pearson VUE cancellation to appear in our system.</li> </ul>

\* **WINDOWED EXAMINATIONS** - the application is only open during certain "windows" of time (see specific examination for details).

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### EXAMINATION TUTORIAL

To familiarize yourself with the examination system, please review the [Inteleos Tutorials](#). You will also have access to the tutorials in your MY APCA account.

### TEST CENTER ADMISSION AND IDENTIFICATION

At the testing center, you must present **one** form of valid identification (ID) that must exactly match the first and last name on the Examination Confirmation Letter email. For a list of acceptable forms of ID and requirements, visit [www.APCA.org/CheckID](http://www.APCA.org/CheckID). Please carefully review test center admission requirements prior to taking the examination.

Failure to present acceptable ID will prevent you from being allowed entry into the test center to take the examination. If this occurs, you will be marked "Absent" and will forfeit the entire examination fee and seat.

Please note that you will NOT be able to update your primary contact information with Pearson VUE. To update your primary contact information, please log in to your MY APCA Account. [Changes to your first and last name must be submitted to the APCA office](#). When making a name change, make sure that you have an unexpired, government issued ID with your signature that matches the requested name change

### TEST CENTER EXPERIENCE

While you are at the test center, please relate any concerns about your examination experience or a specific test question presented in the examination to the Pearson VUE proctor and note the same on your exit survey. All concerns about a specific test question must include the question number or staff will not be able to review the matter.

### SPECIAL ACCOMODATIONS RESCHEDULING POLICY

By scheduling an appointment to take your examination, you have reserved a seat at the test center of your choice and you have requested a Pearson VUE proctor to be available at the appointment time.

If you must reschedule your appointment with Pearson VUE, you must do so within a minimum of 96 business hours prior to the scheduled appointment time. **The Pearson VUE Special Accommodations Scheduling Department can be reached by dialing 1-800-466-0450.** You will be provided with an emailed confirmation notice indicating your new examination date, time and location. If you do not receive a confirmation email from Pearson VUE, your examination appointment has not been rescheduled and you will need to contact Pearson VUE directly.

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### CANCELLATION POLICY

If you decide for any reason to withdraw from participation in the examination, you must cancel your appointment with Pearson VUE. To cancel an examination appointment, you must contact Pearson VUE by visiting the [Pearson VUE/APCA website](#) or by calling Pearson VUE at 1-877-258-9220, or the regional contact number if outside of North America. You must cancel the scheduled appointment no later than 96 business hours prior to the scheduled examination appointment time. Once you have done this, you will receive a cancellation email from Pearson VUE.

To request a partial refund from CBCCT, please refer to page 1 under “Policies Pertaining to this Examination.”

### FORFEITURE

**The entire examination fee and seat are forfeited if:** the cancellation request is received too late, an appointment is never made, an appointment is not cancelled or the Applicant does not keep a scheduled appointment.