



ABV Credential Exam Registration and Scheduling 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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ABV Exam Modular Format

The AICPA ABV Examination consists of two exam modules. Candidates must pass both modules in order to pass the ABV Examination. Candidates may take both modules on the same day, during the same exam window, or during different exam windows, but they may not take the same module more than one time in any window. Candidates must pass both exam modules within 12 months, measured from the end of the exam window in which the first module was passed. Exam modules may be taken in any order.

Registering for the ABV Exam

The ABV Credential Exam administration will take place during 2017 and registration for the exam modules will be offered on a year-round basis. The first exam window will be offered February 1st through April 30th. Registration for this exam closes on March 24, 2017. The second exam window will be offered May 1st through May 31st. Registration for this exam window closes on April 24, 2017.

The third exam window will be offered August 1st through August 31. Registration for this exam window closes on July 24, 2017. The fourth exam window will be offered November 1st through November 30th. Registration for this exam window closes on October 24, 2017. Additional exams will be offered during 2018.

Individuals interested in taking the exam must register online and pay the required exam fee for each module to the AICPA. To register, visit www.aicpa.org/abvexam and click on the link that states 'Register for the ABV exam online'. Online registration is available to both AICPA and non-AICPA members. Upon registering, candidates will receive a separate confirmation via email for each module. This confirmation does not serve as the Notification to Schedule mentioned below.

Notification to Schedule (NTS) Email

For all exam modules, the AICPA will provide registrants their Notification to Schedule (NTS) letter and a copy of the Kryterion Test Center Procedures 4 to 6 weeks before the exam window opens **via email ONLY**. Upon receipt of the NTS, registrants should follow the instructions and use the assigned voucher code included in the NTS to schedule their exam session on the Webassessor site. Exam sessions are held at local Kryterion High-Stakes Online Secured Testing (HOST) Centers.

The candidate must have a valid email address on file or provide one during the registration process. If there is not a valid email address on file, the candidate will not receive the NTS letter. The NTS Letter will contain the candidate voucher code and test administration information including a website link and a toll-free telephone number to schedule a test appointment. The Test Center Procedures will include relevant information surrounding the actual testing session at one of the nationwide Kryterion testing centers. If a candidate does not receive this information, (s)he should notify the AICPA at abv@aicpa.org or call 888.777.7077.

Scheduling an Exam

Exam scheduling will be available immediately upon receipt of the NTS letter. It is important that candidates schedule their exam sessions as soon as possible because appointments are made on a first-come, first-serve basis and there are limited seats at the testing centers. The sooner one schedules, the more likely one will be able to take the exam at his/her desired location and time frame.

NOTE: The closer to the exam window that candidates schedule an appointment, the more challenging it becomes to select a preferable time and location.

When a candidate is prepared to schedule his/her exam appointment, (s)he should refer to the steps

below. A walkthrough of this process can be accessed [here](#).

1. Visit www.webassessor.com/aicpa_valuation/index.html.
2. Follow the steps to establish a test taker account. If you have already established a test taker account, use the username and password that was previously provided. For assistance with your username or password, please contact the AICPA Service Center Operations Department at 888.777.7077 or email us at abv@aicpa.org.
3. Upon receipt of email confirmation providing username and password, login to Webassessor to schedule exam.
4. Click on the Schedule Exam link in the task bar at the top of the page.
5. Select the ABV Exam and click on Register Now button.
6. Select the desired HOST location.
7. Select the desired date and time a HOST location is available.
8. After the Shopping Cart page confirms the exam, location, date and time, proceed to Check Out.
9. Upon checkout, enter the voucher code that was provided in the NTS letter.
10. Upon acceptance of the voucher code, click the Submit button and then click on the done button on the subsequent screen.
11. A scheduling confirmation email will be sent to the email address provided. **It is important to print and/or keep a copy of this confirmation page on file as it includes the Test Authorization Code required for exam admittance.**

Reminder: Candidates may schedule ONLY after receipt of the NTS letter.

If there are difficulties finding one of the High-stakes Online Secure Testing (HOST) locations within a 100-mile radius, and/or a HOST location with available dates and times, candidates should contact KRYTERION Test Taker Support at 800.403.6199 or 602.659.4708 Monday through Friday from 9:00 AM to 8:00 PM, (EST) or send an email to hostschedulerequest@kryteriononline.com.

Refunds

ABV Exam registration fees are non-refundable and are not transferable to other AICPA programs. If a candidate fails to schedule and attend the testing appointment, (s)he will forfeit all exam fees paid.

Rescheduling and Cancellations

If a candidate is unable to appear for his/her originally scheduled appointment, (s)he may reschedule the original appointment time within the current exam window **no less than 72 hours prior to the scheduled appointment**. Candidates are able to reschedule without AICPA intervention as often as needed so long as it is done 72 hours prior to the exam session. Exceptions will ONLY be made for bereavement or illness supported by appropriate medical documentation.

***NOTE: If a candidate does not sit for the ABV Exam within the current exam window, all exam fees will be forfeited.**

In order to reschedule an exam session, please use the following steps:

1. Login to the test taker account created on Webassessor at www.webassessor.com/aicpa_valuation/index.html.
2. On the Home page within the Scheduled Exams section, click on the Details link.
3. On the Registration Details page, click on Reschedule.

Test Center Regulations

There is an extensive list of Identification requirements and Test Center Regulations that will be provided to candidates along with the NTS letter. Candidates must review this document to be adequately prepared.

Exam Security Agreement

All candidates will be required to confirm their agreement with the following statement before starting the ABV Exam:

I hereby agree that I will maintain the confidentiality of the ABV Examination.

In addition, I agree that I will not:

1. *Divulge the nature or content of any ABV Examination question or answer under any circumstances.*
2. *Engage in any unauthorized communication during testing.*
3. *Refer to any unauthorized materials or use unauthorized equipment during testing.*
4. *Remove or attempt to remove any ABV Examination materials, notes, or any other items from the examination room.*

I understand and agree that liability for test administration activities, including but not limited to the adequacy or the accuracy of test materials and equipment, and the accuracy of scoring and score reporting will be limited to score correction or test retake at no additional fee. I waive any and all rights to other claims. I further agree to report to the AICPA any examination question disclosures, or solicitations for disclosure, of which I become aware.

I affirm that I have had the opportunity to read the ABV Credential Exam Registration and Scheduling Terms and Conditions and I agree to all of its terms and conditions.

I understand that failure to comply with this Policy statement and Agreement could result in the invalidation of my scores, disqualification from future examinations, expulsion from the testing facility, and possibly civil or criminal penalties.

Special Conditions Appointments (for Candidates with Special Needs):

All Kryterion HOST Locations are required to operate under the guidelines of equal opportunity, affirmative action and the Americans with Disabilities Act (ADA) if in the USA, as well as all other local, state and federal regulations. HOST Locations are also required to abide by all laws regarding the accommodation of individuals with disabilities with respect to the accessibility of the physical premises as well as seating and computer workstation configurations, e.g. wheel chair accessibility.

During the registration process, candidates with disabilities or special needs are required to make arrangements with the AICPA instead of scheduling their test session at a HOST Location. The process is as follows:

1. Special Accommodations candidates will register online for exam.
2. Candidate will contact AICPA directly (via email at abv@aicpa.org or via phone at 888.777.7077) to make special arrangements and identify desired test date and location (at least 45 days prior to desired test date).
3. AICPA will request from candidate and obtain documentation supporting special needs consideration as well as the desired test date and location.
4. After obtaining necessary documentation and test date and location information, AICPA will contact Kryterion and make scheduling arrangements on behalf of candidate.
5. Candidate will be provided confirmation of scheduled test appointment via email to the email address provided by the candidate.

In cases where it is necessary and based upon AICPA approval, Kryterion will send professional interpreters, test readers, recorders or Foreign Language Interpreters to the HOST Location to assist the candidate during his/her test session.

All special accommodations requests must be made at least 45 days in advance of the desired schedule date. For anyone that requires such accommodations and has not done so in advance, the test session will be administered under normal circumstances.

Exit Survey

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

Test Results

Candidates will receive their official scores via US mail and email within 2 months of the exam window closing date.

Results are provided on the basis of “pass” or “fail”. The ABV exam is designed to psychometrically assess whether candidates have a sufficient base level comprehension of the BV body of knowledge and the results provide an indication of whether the exam taker meets this minimum threshold.

NOTE: No results will be given over the phone.

After Passing the Examination Module

After the candidate passes the examination module, an official pass/fail letter will be sent via email and US mail notifying him/her of the results. This letter will detail the next steps the candidate needs to address, such as passing another examination module or completing the ABV Credential application contained within the ABV Credential Application Kit. The kit identifies the business experience and education required to obtain the ABV Credential. Once all the requirements have been met and the credential application has been accepted, the AICPA will send official notice via email that the member is eligible to use the ABV Credential in compliance with the rules of the state in which (s)he practices. An ABV certificate will be sent within four weeks of this notice.

Members are not certified until they receive this notice.

Failing the Examination Module

If a candidate does not pass the ABV examination module and wishes to retake the exam module in the following exam window, (s)he can retake the exam module for a fee of \$60.

Note: Candidates who fail the Winter exam between 2/1-2/28 may not retake the Winter exam between 3/1-4/30. Candidates who fail the Winter exam between 3/1-4/30 may not retake the Spring exam between 5/1-5/31.

Additional Questions

For questions about the ABV Credential program, candidates may contact the AICPA at 888.777.7077 or send an email to abv@aicpa.org.

Candidates can view other important information about the ABV Exam and the ABV Credential online by going to www.aicpa.org/fvs and clicking on ABV Credential Overview.