



# CITP 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 CITP Exam session:

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## Registering for the CITP Exam

Beginning March 1, 2020, the CITP Credential Exam administration and registration for the exam will be offered on a year-round basis.

Individuals interested in taking the exam must register online and pay the required exam fee to the AICPA. To register, visit [www.aicpa.org/citpexam](http://www.aicpa.org/citpexam) and click on the Register link. Online registration is available to both AICPA and non-AICPA members. Upon registering, candidates will receive a confirmation via email. This confirmation does not serve as the Notification to Schedule mentioned below.

## Notification to Schedule (NTS) Email

The AICPA will provide registrants their Notification to Schedule (NTS) email within 2 weeks after registration. Upon receipt of the NTS email, 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 or online via Kryterion's Webassessor application for Online Proctored exams.

**NOTE: The voucher code provided in the NTS email is valid for 12 months. Candidates may schedule their exam at any time during the 12-month period.**

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 email. The NTS email will contain the candidate voucher code and test administration information including a website link and 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 [citp@aicpa.org](mailto:citp@aicpa.org) or call 888.777.7077.



## Scheduling an Exam

Exam scheduling will be available immediately upon receipt of the NTS email. 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 or online. 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 expiration date of the voucher code 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.

### Scheduling your ONSITE exam appointment:

1. Visit [www.webassessor.com/aicpa\\_citp](http://www.webassessor.com/aicpa_citp).
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 Services Center Operations Department at 888.777.7077 or email us at [citp@aicpa.org](mailto:citp@aicpa.org).
3. Your AICPA member number is a required field in your account setup.
4. Upon receipt of email confirmation providing username and password, login to Webassessor to schedule exam.
5. Click on the Schedule Exam link in the task bar at the top of the page.
6. Select the CITP Exam for "onsite proctored" and click on Register Now button.
7. Select the desired HOST location (testing center).
8. Select the desired date and time a HOST location is available and proceed to checkout.
9. Enter the voucher code that was provided in your NTS email.
10. Upon acceptance of the voucher code, click the Submit button and then click on the Done button.
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.

### Scheduling your ONLINE exam appointment:

1. Visit [www.webassessor.com/aicpa\\_citp](http://www.webassessor.com/aicpa_citp).
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 Services Center Operations Department at 888.777.7077 or email us at [citp@aicpa.org](mailto:citp@aicpa.org).
3. Your AICPA member number is a required field in your account setup.
4. Upon receipt of email confirmation providing username and password, login to Webassessor on the computer you will use to take your exam and download the Sentinel security program, take your photo, and set your personal keystrokes for test taker validation.
5. Click on the Schedule Exam link in the task bar at the top of the page.
6. Select the CITP Exam for "online proctored" and click on Register Now button.
7. Select the desired date and time a HOST location is available and proceed to checkout.
8. Enter the voucher code that was provided in your NTS email.
9. Upon acceptance of the voucher code, click the Submit button and then click on the Done button.
10. A scheduling confirmation email will be sent to the email address provided. You are not required to print and/or keep a copy of the scheduling confirmation page for online examination.

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



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 may 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](mailto:hostschedulerequest@kryteriononline.com).

## Refunds

CITP Exam registration fees are non-refundable and are not transferable to other AICPA programs or other individuals. 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 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 CITP Exam before the voucher code expires, or misses their scheduled appointment, 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\\_citp](http://www.webassessor.com/aicpa_citp).
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 email. Candidates must review this document to be adequately prepared.

The online exam is remotely proctored and requires that the test taker have either a laptop or UBS video camera and a microphone available for the proctor to monitor your test environment. The CITP Exam website has information on what is required and what to expect during an online proctored exam session, including acceptable exam environment conditions and unacceptable test taker behaviors that could result in termination of your exam.

## Special Conditions Appointments (for Candidates with Special Needs)

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

1. Special Accommodations candidates will register online for exam and setup a test taker account with Webassessor (see Scheduling steps 1-3).
2. Candidate will contact AICPA directly (via email at [citp@aicpa.org](mailto:citp@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.

All special accommodation 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.

## Examination Tips

Knowledge of the subject matter is essential for success on the examination. However, there are some examination-taking techniques that can assist candidates in taking the exam. The following are some suggested techniques:

- **Be punctual.** Plan to arrive at the examination room well in advance of the starting time (at least 15 minutes). Allow time for any unforeseen delays.
- **Budget your time.** Consider the number of questions in each part of the exam and the time allotted so that each question can be addressed.
- **Answer all questions.** All multiple-choice questions should be answered with the best answer. There is no penalty for incorrect answers, and grades are based solely on the total number of correct answers.
- **Read the entire question.** Carefully read the entire question to get a general idea of the subject matter being tested. Then reread the question and make note on the scratch paper provided of the pertinent information.

## 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 immediately upon submission of the exam and via email within 2 weeks of their appointment.

Results are provided on the basis of “pass” or “fail”. The CITP Exam is designed to psychometrically assess whether candidates have a sufficient base level comprehension of the CITP body of knowledge and 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

After the candidate passes the examination, an official pass/fail email will be sent notifying him/her of the results. This email will detail the next steps the candidate needs to address, such as fulfillment of the CITP business experience requirement and completion of the CITP Credential application. 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 CITP Credential in compliance with the rules of the state in which (s)he practices. A CITP certificate will be sent within four weeks of this notice.

**NOTE: Members are not certified until they receive this notice.**



## Failing the Examination

If a candidate does not pass the CITP exam and wishes to retake the exam, he/she can retake the exam for a fee of \$100.

## Additional Questions

For questions about the CITP Credential program, candidates may contact the AICPA at 888.777.7077 or send an email to [citp@aicpa.org](mailto:citp@aicpa.org).

Candidates can view other important information about the CITP Exam and the CITP Credential online by going to [www.aicpa.org/CITP](http://www.aicpa.org/CITP).