

Frequently Asked Questions

Month-long testing windows offer candidates the ability to take the exam on the day and time that is most convenient during a 30-day period.

1. Where are the test sites located?

[Test Sites](#) are located across the United States. At the time of scheduling the exam, candidates can select a site based on their zip code.

2. What are the typical hours of operation for a test site?

The normal hours of operation at [Test Sites](#) are 8 a.m. to 5 p.m., but times can vary. When registering, confirm the hours with the site you wish to select.

3. What do candidates need to bring to the test site?

Candidates are required to bring one (1) form of valid (non-expired), government issued, photo ID to the test site. Additionally, candidates must bring a copy of their Confirmation Notice which is emailed to them at the time of registration.

4. What is the test site change or cancellation policy?

If you wish to reschedule or cancel a testing appointment within the same exam window, you must contact **Meazure Learning** at least 2 business days before the scheduled appointment. Canceling or rescheduling a testing appointment more than 2 business days in advance is subject to a \$50 fee. Canceling or rescheduling less than 2 business days in advance of an appointment is not permitted.

5. In addition to the \$50 test site fee, what are the ABA fees that will apply if candidates wish to move to another exam window?

Please review the procedures and fee schedule on the [Certification Exam Change Policy](#) page. All change and cancellation requests must be made by submitting the [Exam Window Change/Cancellation Form](#).

ABA will consider waiving fees in case of a medical emergency. Requests will be reviewed on a case-by-case basis.

6. Can I take the certification exam on my computer at home?

Yes. ABA offers candidates the option of testing at home or another location via live remote proctoring (LRP). **However, you must use a personal computer where you have full admin access and an internet connection that is not behind a firewall. Please note: You may NOT use a computer connected to your bank's high security network. Although it might pass initial**

systems checks, it will not be able to connect to the proctoring system and your exam appointment will be cancelled.

Candidates can select the LRP option at the time of scheduling their exam date, usually 30 days before the start of the exam window. Visit the [Test Taker Resource Center](#) for more detailed information. You can also review [What to Expect](#) for a demonstration of the exam process.

7. How much time do I get to complete the exam?

Based on the certification, the exam time is either 3 hours or 4 hours:

3-Hour Exam (150 questions) - CAFP, CFMP, CISP

4-Hour Exam (200 questions) - CERP, CRCM, CTFA

8. During the exam, can I skip questions and return to them later?

Yes. Questions can be marked and returned to at a later point in the exam if time permits. Be sure to answer all questions, as only answered questions are scored. To help you navigate the test, please click on the link below to preview the exam system prior to your test date:

[Sample Test](#)

9. Can I review or change my answers?

Yes. Questions can be marked for review and answers changed if time permits.

10. Are individuals with disabilities accommodated?

Yes. The ABA is committed to ensuring equal access for eligible exam candidates with disabilities pursuant to the Americans with Disabilities Act (ADA). The ABA will reasonably accommodate the request(s) of candidates who provide appropriate documentation of their disability. Each request for a testing accommodation is considered on a case-by-case basis.

All Meazure Learning test sites are accessible to those with physical disabilities.

Please indicate on your exam application form your request for an accommodation regarding the exam at test sites as well as via live remote proctoring (LRP). We will review your request and follow up as needed to obtain your medical and other documentation. We need to receive all documentation at least one month prior to the start of your exam window, so please plan accordingly. All information provided is kept confidential and is used only to provide testing accommodation. ABA may share relevant information with our testing partner, Meazure Learning, who will provide the approved accommodations at their test sites and via LRP.

11. How are exams scored?

The exam is scored on a "Pass/Fail" system using a predetermined cut off score based on advisory board analysis of the degree of difficulty for each question. Exams are scored based on your personal performance and are not graded on a curve.

All ABA Professional Certification exams use scaled scoring. Scaled scores are recommended by the Standards for Educational and Psychological Testing. Many testing programs, including the ACT® and SAT®, use scaled scores.

Exam scores are based on the total number of items answered correctly. The total number of items correct is then converted to a scaled score for reporting purposes. Scaled scores are a mathematical conversion of the number of items that a candidate correctly answers so that there is a consistent scale used across all versions of a test.

All ABA Professional Certification exams are scored on a scale ranging from 200 to 800, with the passing score set at 500.

Each exam contains a few randomly embedded questions included for statistical research purposes. These questions do not count against candidate scores. This form of piloting questions before they are scored is part of ABA's efforts in continuous quality improvement.

Score results are confidential. You must sign an [Exam Score Release Form](#) if you want to authorize a third party to receive your score results.

12. How long will it take to receive exam results?

An instant pass/fail outcome is provided for most exams at the test sites. Official score results are delivered via email within 6 weeks after the close of the exam window.

On occasion, ABA holds scores to conduct statistical analysis. This means that for some exams, instant outcomes will NOT be provided at the test sites and all outcomes and score results will be emailed within 6 weeks after the close of the exam window.

Please read our Examination Misconduct policy at the bottom of the Prepare for the Exam webpage as it relates to conduct while taking our exams, which could impact scores.

13. What is the exam fee?

All exam fees are listed on each certification's webpage.

14. How and when do I select my exam date, time, and location?

- When purchasing the exam and completing the online application process, you will select your 30-day testing window during which you wish to take the exam.
- Once your exam application is approved by ABA Professional Certifications, you will receive registration information via email from **Meazure Learning** approximately 30 days prior to the start of the exam window.
- Please add candidatesupport@meazurelearning.com to your safe sender list to ensure you receive the email.
- The email will contain your unique log-in ID and password that you will use to register at your preferred test site on the day and time of your choosing. You will also have the option to schedule the date and time for an LRP exam at this time.
- Please contact [ABA](#) if you do not receive an email from **Meazure Learning** at least 15 days before the start of your exam window.

15. What is your exam retake policy?

- You must wait a minimum of 90 days before you are allowed to retake an exam on the next scheduled exam date.
- There is no limit to the number of times you can take the exam.
- You must pass the exam within a 3-year period from the date of your first exam attempt or a new application and full fee is required.
- For more information, please refer to the Exam Application page for the certification that you are seeking.