

## APPLICATION PROCESS OVERVIEW

**ACAM recommends that you be ready to take the exam *before* submitting your exam application.**

1.	<p><b>Complete exam application and honor/attestation statement and pay exam fee</b></p>	<p><b>You may mail a paper application to:</b></p> <p style="text-align: center;"><b>ACAM</b> Attn: CCT 8001 Irvine Center Drive, Suite 825 Irvine, CA 92618</p> <p>Or fax application to 949.309.3538 (DO NOT fax and mail; choose 1 method only)</p> <p><b>ACAM cannot be responsible or materials lost in the mail or the timely performance of the post office.</b> If you desire documentation of mailing or verification of receipt of application, send the application "return receipt requested" or use certified mail. Confirmation of receipt by ACAM indicates receipt of your application only, not approval.</p>
2.	<p><b>Waiting period for application processing</b></p>	<p>Allow <b>4-6 weeks</b> from date received at ACAM for your application to be processed. Once processed, ACAM notifies the testing service, AMP, of eligible exam candidates.</p> <p>ACAM will notify you in writing when your application is incomplete or requires clarification, or if you are ineligible for the exam.</p>
<p><b>Your eligibility period begins upon successful processing of your application.</b> <b>Call the toll-free number shown on your confirmation postcard or go online promptly to select a preferred testing date.</b></p>		
3.	<p><b>Receive Approval-to-Test postcard and e-mail</b></p> <p><b>If you do not receive an Approval-to-Test confirmation or e-mail within the next 8 weeks of successfully applying for the exam, please contact ACAM at 949.309.3520.</b></p> <p>Please ensure that ACAM has your current address and e-mail address on record.</p>	<p>ACAM's testing service, AMP, mails a postcard and sends an e-mail to eligible candidates. The postcard and e-mail include a toll-free number and online instructions to schedule your testing appointment. The postcard and e-mail also include a <b>90-day</b> period during which you must schedule to take the exam.</p> <p>The address label and e-mail will contain the letters "AM" plus your unique exam customer number (i.e., AM1-12-3456). Use this number for identification when scheduling your exam date.</p>
4.	<p><b>Schedule your exam</b></p>	<p>Schedule your exam immediately upon receipt of the postcard. Select a date and time of your choice that falls within your 90-day eligibility period. To locate one of more than 170 testing centers within the U.S., visit <a href="http://www.goAMP.com">www.goAMP.com</a>.</p>
<p><b>You may be randomly selected for an audit of your exam eligibility, <i>which could occur anytime after application.</i> Those selected will be notified by mail and will have 60 days to respond.</b></p>		
5.	<p><b>Sit for the exam</b></p>	<p>Exam results with a score breakdown will be presented on-site upon completion of computer-based exams. Paper and pencil exam results are received by mail within <b>6-8 weeks</b> of testing.</p>
6.	<p><b>Receive congratulations packet</b></p>	<p>Successful candidates will receive their wall certificate within <b>6-8 weeks</b> of passing the exam.</p> <p>Unsuccessful candidates are eligible for a discounted retest fee applicable for up to 2 additional attempts.</p>