

# Frequently Asked Questions

## How much does it cost to take the exam?

Pricing subject to time of submission and potential discounts. Details can be found on the [VACC website](#).

## What if I do not pass the exam?

You may retake the exam during the next regularly scheduled exam cycle by submitting a new application. There is no limit on the number of times a candidate may take the VACC examination, however, if you do not pass the examination after three attempts in a row you must wait a minimum of one year before retaking the examination.

## Can I cancel my exam?

Yes. If you have scheduled your exam with Prometric, you must first cancel with them at least **five (5) calendar days before** your scheduled appointment date prior to canceling with VACC (fees may apply). Fill out the online [“Request a Refund” form](#) before the last day of the test administration window (either June 30 or December 31) and VACC will refund all but the administrative fee of \$100. If you do not cancel with Prometric within the 5-calendar day time frame you will forfeit ALL fees.

## Can I transfer my exam date to a different test administration window?

Yes, you may only transfer to the next available window. If you have scheduled your exam with Prometric, you must first cancel with them at least **five (5) calendar days BEFORE** your scheduled appointment date prior to transferring with VACC (fees may apply). Fill out the online [“Request a Transfer” form](#) and pay the \$50 transfer fee on or before the last day of the examination administration window. If you fail to cancel with Prometric within the 5-calendar day time frame you will forfeit all fees. You may only transfer one time. If you do not take the exam after transferring you will forfeit all fees.

## Where do I take the exam?

You can take the examination at many of the hundreds of test sites that our testing partner, Prometric, operates. [Find a site](#) that works for you.

## How should I study for the exam?

First review the [content outline](#) to familiarize yourself with the subject areas that will be on the test. Focus your studies by identifying your strengths and weaknesses. Review the list of references available in the [Candidate Handbook](#). Many of these references were used to write the exam questions. VACC does not endorse any method of study or education.

## How is the exam structured?

The exam consists of up to 150 multiple choice questions. Of these questions, 125 are scored and the remainder are non-scored. The [content outline](#) provides information about what is on the exam. You have two and one half (2.5) hours to complete the examination. The computer has a clock to monitor your time. The 2.5-hour clock will begin as soon as you complete the pretest tutorial. The clock will count down the time remaining.