



## CERTIFICATION CHECKLIST

- [Submit your application](#) with payment by April 15 (for June testing window) or October 15 (for December testing window)
  - [Late applications will require a late fee](#), though seating may be limited. Please visit our Dates and Fees page for more information.
- Check your inbox for your Authorization to Test (ATT) letter within 5 business days of submitting your application.
  - If you do not see it in your email inbox, check your junk folders and contact our offices to resend it. *You will not be able to schedule your exam without this letter.*
- [Schedule your exam](#) on our testing vendor Prometric's site. Follow the instructions on your ATT letter for further instructions.
- Mark your scheduled test date on your calendar!
  - Applicants can only transfer to the next testing window or cancel their exam for a refund up to 5 days before their examination date.
- [Study, study, study!](#)
- Take your exam — Good luck!

If you have any questions, please ask our staff by contacting us at [info@vacert.org](mailto:info@vacert.org) or 414-231-8222. We're happy to help you succeed.