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 or 414-231-8222. We're happy to help you succeed.