



CERTIFICATION TOOLKIT

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ABOUT THE VASCULAR ACCESS-BOARD CERTIFIED (VA-BC™) EXAM

The VA-BC™ exam is the standardized measure of the basic knowledge, skills and abilities expected of professionals working in vascular access. The certification exam is available only in English and all references used to develop it are U.S. based and reflective of U.S. clinical practice.

The purpose of the certification and recertification process is to protect the public by:

1. Providing standardized measurement of current essential knowledge needed for persons practicing vascular access
2. Encouraging individual growth and study, thereby promoting professionalism among professionals in vascular access and
3. Formally recognizing professionals in vascular access who fulfill the requirements for certification and recertification.

When can I take it?

The exam is held twice each year, in June and December. The application period opens in March and September, respectively.

Where is it offered?

We are pleased to provide in-person testing sites throughout the U.S., Canada, and select international locations, and remote testing options for those with the device capabilities.

Who can take it?

The VA-BC™ is multidisciplinary in scope and includes the broad range of health care professionals and clinicians actively engaged in the practice of vascular access, including but not limited to MDs, PAs, NPs, RNs, LPN/LVNs, RTs, RRTs, Infection Control, Educators, and EMS professionals.

How many questions can I expect?

It is a multiple-choice examination consisting of 150 questions (125 of these questions are used in computing the score). Test takers are given 2.5 hours to take the test.

Upon successful completion of the exam, the VA-BC™ credential is awarded for a three-year period.



ELIGIBILITY REQUIREMENTS

Practice in the area of vascular access is required for initial certification. Current practice in vascular access must use the knowledge and skills described in the [content outline](#).

All Candidates must:

1. Have a minimum of a post-secondary education (eg: LPN, nursing diploma, associates, bachelors)
2. Be a credentialed healthcare professional in a clinical practice that requires skills in vascular access: (e.g.: MD, PA, NP, RN, LPN/LVN, RRT, RT, EMT, and healthcare educators that teach in these areas.)
3. Attest they meet **one** of the following criteria
 1. Health Care Professional in the field of Vascular Access involved in assessing, planning, implementing, and evaluating the care and needs of patients and clients who require vascular access in the course of their care.
 2. Professional working in a field that complements Vascular Access, such as Educators, Administrators, Infection Control Professionals, Nutrition Support Professionals.
4. Have a minimum of 1 year of professional experience. Practice in the area of vascular access is required for initial certification.

The working definition of current clinical practice must include **at least two (2)** of the following activities:

1. Assessing, planning, implementing, and evaluating the care and needs of patients and clients who require vascular access in the course of their care
2. Education of individuals in best practice as it pertains to vascular access
3. Development and revision of vascular access policies and procedures
4. Management of vascular access activities
5. Provision of consultation of vascular access activities

Self-employed individuals must meet the same practice criteria as above.

NOTE: This certification is NOT intended for sales, marketing, or other non-clinical industry professionals, and all candidates must legally attest that they meet practice requirements, which is subject to verification by the staff of the Vascular Access Certification Corporation. For industry professionals interested in furthering their knowledge of Vascular Access, please review the [Vascular Access Industry Partner™ Program](#).



CANDIDATE 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 and early registration discounts.
- 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 as soon as possible! 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.



FREQUENTLY ASKED QUESTIONS

How do I know if my application was accepted?

Once your application is accepted, you will receive an Authorization to Test (ATT) letter in your email. This letter will include instructions and your unique code to schedule your exam. If you do not see this letter in your email within 5 business days of submitting your application, please check your junk mail and contact our offices. We will reach out directly if your application is not accepted.

Does VACC offer study materials?

VACC offers several study materials on our [How to Study page](#). You may also choose to study for the exam using additional outside sources which are not endorsed by VACC.

How do I schedule my exam?

Once you have received your ATT letter which includes your Eligibility/Certification Number, go to Prometric's site: www.prometric.com/vacc. There, select "Schedule" on the left side of the page, then enter your Eligibility/Certification Number when prompted.

I'm supposed to be taking my remotely proctored exam right now, but I'm having technology issues.

Contact Prometric at 1-800-633-3926 (or [contact Prometric](#) online for [ProProctor help](#)) and make sure your computer has [these settings](#) as required by Prometric.

My testing date doesn't work for me anymore. Can I cancel my exam or transfer my application to the next window?

We understand that life events can interrupt scheduled appointments. We offer candidates the chance to either [receive a refund](#) for their exam or [transfer their application](#) to the next testing window. Please keep in mind that for either choice, you must cancel any existing exam appointments with Prometric and notify VACC's offices of your intent to refund/transfer your exam **at least 5 calendar days** before your scheduled test appointment.

See pages 15-18 of the Candidate Handbook for complete details on these processes.

Prometric emailed me my test results, but it would be nice to know what my score was. Can I see the questions I missed?

Unfortunately, for test security, we do not give out test answers or scores.

* If you have additional questions or concerns, please don't hesitate to contact our staff at (414) 231-8222 or info@vacert.org. You can also visit our complete FAQ page to find the specific question you're looking for.



JUSTIFICATION LETTER TO EMPLOYERS

Dear [Supervisor Name],

I am writing to request your support in pursuing the Vascular Access Board Certified™ (VA-BC™) credential from the Vascular Access Certification Corporation (VACC). This certification is recognized by the ANCC Magnet Program, accredited by the National Commission for Certifying Agencies, and is a recognized measure of proficiency in vascular access care.

The VA-BC™ certification is crucial for enhancing my skills and knowledge in this field and will contribute significantly to both my professional growth and [your institution's] commitment to best practice and superior patient care.

Nearly 90% of hospitalized patients need some sort of vascular access. By achieving this certification, I will be able to provide even higher standards of care to protect vulnerable patients, which will directly benefit our patients' outcomes and experiences, and our institution at large. More than 8 in 10 clinicians agree that having a VA-BC™ clinician on staff has improved patient outcomes.

Additionally, employees that maintain additional certifications like the VA-BC™ significantly contribute to [your institution] achieving Magnet status by demonstrating dedication to best practice.

The VA-BC™ exam is offered twice a year, in June and December. To obtain this certification, I will need to:

1. Apply by April 15 for the June exam or October 15 for the December exam.
2. Schedule the examination at a Prometric testing facility upon acceptance.
3. Complete the in-person or remote, computer-based exam, which lasts up to 2.5 hours.

The exam fee is [see [Dates and Fees](#) page to determine your price. If you are requesting exam vouchers, [find your discounted voucher price](#) and include the number of vouchers you are requesting—mention that this is a discounted price!], and I am requesting that the company cover this expense to support my goal of becoming a VA-BC™ certified specialist.

[Optional section if your employer also reimburses for certification: [Institution name] does offer reimbursement for this cost after passing the exam. Covering the cost upfront would significantly ease my financial burden, as it would prevent me from having to wait until after passing the exam to submit for reimbursement.]

Thank you for considering my request. I am confident that this certification will be a valuable investment for both my career and the quality of care we provide.

Sincerely,



RECERTIFICATION INFORMATION

Upon passing the VA-BC™ exam, certificants are certified for three years starting the month following the examination (July 1 or January 1).

Those who pass a December examination can begin using the designation VA-BC™ on January 1. The certification period is January 1 through December 31 (3 years later). Those who pass a June examination can begin using the designation VA-BC on July 1. The certification period is July 1 through June 30 (3 years later).

Certificants have two options for recertifying:

1. **Retake the exam.** Because exam forms and knowledge change over time candidates may choose to promote their continued dedication to vascular access by taking the exam.
2. **Recertify by Continuing Education Credits.** 30 CE credits must be earned throughout the certification cycle, at minimum beyond a single calendar year. Additionally, credits must come from more than one source (i.e., all credits cannot come from one conference, course, etc.). *All Continuing Education Credits must be related to vascular access.*
 - a. We offer a list of sources for continuing education credits and acceptable activities for credit. [Find a list of CE opportunities here.](#)

Additionally, upon passing, certificants gain access to the [Certificant Portal](#).

In addition to using the Portal to log CE credits for recertification, the Portal is a useful resource to connect to others in the VA-BC™ community. The Certificant Directory contains a list of other certified individuals with their contact information, when opted into the Directory.



CONTACT US

We hope this Toolkit has been informational and prepares you for the VA-BC™ certification! If you should have additional questions or concerns, please do contact our staff. Best of luck in your certification endeavors!

Telephone: 414-231-8222

Fax: 414-276-3349

E-Mail: info@vacert.org

Office Hours: Monday thru Friday 9:00 am – 5:00 pm CT

The VA-BC™ examination is accredited by the National Commission for Certifying Agencies (NCCA). NCCA accreditation signifies that the highest standards for establishing a valid, reliable, and secure certification process have been fulfilled. The

