ABWM

American Board of Wound Management

CWCA® CWS® CWSP®

Certified Wound Specialist®

Board Certification

Handbook for Applicants

Updated May 2024

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American Board of Wound Management

The American Board of Wound Management (ABWM) is a voluntary, not-for-profit organization established for the purpose of credentialinginterdisciplinary practitioners in the field of wound management. The organization was founded by individuals with years of experience in wound care who are dedicated to helping patients who suffer from acute and chronic wounds of various etiologies.

The Board of Directors is an interdisciplinary panel of experts in the field of wound care consisting of practitioners, academicians and researchers. The American Board of Wound Management is a full voting member of the Institute for Credentialing Excellence (I.C.E.).

The purpose of the American Board of Wound Management is to establish and administer a certification process to elevate the standard of care across the continuum of wound management. The Board is dedicated to an interdisciplinary approach in promoting prevention, care and treatment of acute and chronic wounds.

Exams offered by the ABWM are national accredited by the NCCA. The National Commission of Certifying Agencies (NCCA) accredited programs certify individuals in a wide range of professions and occupations. To date, NCCA has accredited approximately 330 programs from more than 130 organizations. Accreditation for professional or personnel certification programs provides impartial, third-party validation that your program has met recognized national and international credentialing industry standards for development, implementation, and maintenance of certification programs.

The Institute for Credentialing Experience, or I.C.E., is a professional membership association that provides education, networking, and other resources for organizations and individuals who work in and serve the credentialing industry. I.C.E. is a leading developer of standards for both certification and certificate programs and it is both a provider of and a clearing house for information on trends in certification, test development and delivery, assessment-based certificate programs, and other information relevant to the credentialing community.

Wound Management Board Certification

The Application for Certification and any information or material received or generated by the ABWM in connection with the certification process will be kept confidential and will not be released unless such release is authorized by the applicant or required by law. However, the fact that an individual is or is not, or has or has not been, certified is a matter of public record and may be disclosed. Finally, the ABWM may use information from applications and examinations for the purpose of statistical analysis, provided that the personal identification with that information has been deleted.

The content of the Certification Examinations is proprietary and strictly confidential information. Examinees may not disclose, either directly orindirectly, any questions or any part of any question from an examination to any person or entity. Examinees may be disqualified from taking orcontinuing to sit for an examination, or from receiving examination scores, if the ABWM determines through either proctor observation, statistical analysis, or any other means that he or she was engaged in collaborative, disruptive, or other unacceptable behavior during the administration of or following the examination.

The unauthorized receipt, retention, possession, copying or disclosure of any information materials, including but not limited to the content of any examination question, before, during, or after the examination may subject applicant to legal action. Such legal action may result in monetary damages and/or disciplinary action including denial or revocation of certification or re-certification.

American Board of Wound Management Board Certification

The American Board of Wound Management supports the concept of voluntary certification by examination for wound management professionals. Certification focuses specifically on the individual and is an indication of current level of knowledge in the wound management field.

All questions and requests for information about any of the certification examinations should be directed to:

American Board of Wound Management
1800 M St. NW, 400S
Washington, DC 20036
Phone: 202-457-8408
Website: www.abwmcertified.org
Email: info@abwmcertified.org

All questions and requests for information about examination scheduling should be directed to:

Pearson VUE
Phone: 1-833-918-2566
Website: www.pearsonvue.com/ABWM

About the Certified Wound Specialist® (CWS®)

The Certified Wound Specialist (CWS®) credential demonstrates that the certified health professional possesses distinct and specialized knowledge thereby promoting quality of care for persons with wounds. Board certification as a wound specialist is voluntary and is not required by law for employment in the field, although some agencies may use board certification as a basis for employment, job promotions, salary increases, and other considerations.

It is important to understand that passing the examination verifies a certain level of knowledge in the field of wound management. It does not confer to the CWS® any permission to manage wounds beyond the limitations of the individual's professional practice.

Boundaries of practice are determined by state practice acts, not the certification examination. Job descriptions and job junctions are determined by employing agencies, not the CWS® certification.

By certifying an individual as a Certified Wound Specialist (CWS®), the American Board of Wound Management and its affiliates assume no responsibility for the action or activities of a CWS and are released from all liability in any practice decision made in the delivery of wound care services.

ABWM provides equal opportunity to all applicants without regard to race, color, religion, age, sex, national origin, sexual orientation, physical or mental disability, veteran status or other legally protected categories.

Objectives of Board Certification

To advance wound management as a professional discipline by:

- Identifying knowledge that is essential to the job of wound care specialists.
- Advancing cooperation and information exchange among the many disciplines and organizations involved in wound care.
- Recognizing those who meet the eligibility requirements for certification.
- Encouraging continued professional growth and development of individuals and the field of wound management.
- Raising standards and elevating the importance of ethical behavior among practitioners and researchers, by requiring the Certified Wound Specialist to adhere to a strict code of ethics and professional standards.

ABWM Administration

The board certification is sponsored by the American Board of Wound Management. For questions concerning eligibility, please contact us by:

Email: info@abwmcertified.org or Phone: 202-457-8408.

Certification Status

The ABWM shall grant Diplomate status to those individuals who successfully pass the National Board Certification Examination for Wound Management Professionals. Such Diplomates shall be referred to as a "Certified Wound Specialist of the ABWM" and shall be entitled to use the title Certified Wound Specialist® and the designation CWS after their name.

Eligibility Requirements

To be eligible to sit for the CWS examination, an applicant must be licensed as a DO, DPM, MD, NP, DVM, PA, PT, OT, PharmD, RD, or RN and possess three (3) years of clinical experience in wound care, or have completed a fellowship in wound care of at least one year in duration that is certified by a credentialing organization, and supply a letter of recommendation from the fellowship program director and a CWS that was actively involved in the wound care training. Candidates must possess a full and unrestricted professional license in at least one state and in all states in which the candidate currently practices.

Applicants for Board Certification in wound management must fulfill all of the following criteria

1. Complete the online application with all fields filled in with biographical information.
2. Upload a professional resume or curriculum vitae.
3. Upload a personal statement with a detailed description of three (3) years of clinical wound care experience and direct patient care.
4. Upload copies of professional licenses and board certifications.
5. Identify three (3) professional references. References will complete an online form via Certemy attesting to the 3 years of required wound care experience. For applicants with one year fellowship experience, two of the three letters must be from the Fellowship program director and the CWS who was directly involved in the applicant's training.
6. Read the ABWM Code of Ethics, and sign the statement on the application form, affirming adherence to this code.
7. Provide payment for the required application fee.

All application materials must be submitted through the online platform. Applicants should allow a minimum of 10 business days for processing their application.

Attainment and Maintenance of Certification

The application and required documentation will be reviewed for completeness and appropriateness by ABWM staff who will recommend to the ABWM Board of Directors approval or denial of the applicants eligibility to sit for the National Board Certification Examination for the Certified Wound Specialist. Those applicants who successfully complete the eligibility review and pass the written examination will be presented with the Certified Wound Specialist (CWS®) credential. Immediately upon completion of the examination, applicants will see their results on screen and receive a printed score report before leaving the test center.

Applicants successfully completing the requirements for certification shall be recognized Diplomates of the ABWM. A suitable certificate bearing the seal of the American Board of Wound Management shall be inscribed with the name of the applicant. New Diplomates will be mailed a Welcome Packet from the ABWM including a Welcome Letter, Press Release, Employer Advocacy Letter, CWS® Pin, and CWS® Patch.

A Certified Wound Specialist shall be required to pay annual renewal fees to ABWM. A Certified Wound Specialist must demonstrate a minimum of six hours of continuing education per calendar year in the field of wound management. These hours can be achieved by attending live courses, participating online, through correspondence or by any continuing education organization. The submission of continuing education unit shall be made with the annual renewal form. Continuing Education Units are subject to audit.

All certificates for certification in wound management shall carry a time limit of ten years for which the certificate is active. All Certified Wound Specialists shall be required to retake the CWS® examination every ten (10) years in order to maintain certification status and renew the certificate.

Revocation of Certification

Certification will be revoked for the following reasons:

1. Failure to renew within thirty (30) days of renewal date, pay appropriate fee and note continuing education taken.
2. Conviction for any offense which prohibits the practice of their profession in any state.
3. Falsification of any information in connection with the application for certification or related documents.
4. If the Certified Wound Specialist has any administrative, civil, or criminal determination by a state licensing agency or other appropriate agency or court of jurisdiction that causes his/her license to be suspended or results in probation or other restrictions. If your license is suspended or revoked, you may no longer use the CWS designation until your license is reinstated.
5. Failure to adhere to the ethical requirement of the ABWM.
6. Falsely advertising oneself as a Certified Wound Specialist.
7. Advertising to the public in a false, deceptive, or misleading manner.

Fees

CWS® First-time Application Fee	$595.00
CWS® Re-test Fee	$275.00
CWS® Examination Reschedule Fee***	$150.00
CWS® Annual Renewal Fee	$175.00
CWS® 10-Year Recertification Fee	$595.00
International Testing Fee	$175.00

*International Testing Fee applies to applications outside the USA, Canada, and Mexico.

**Fees are nonrefundable for approved applications & renewals

*** Free reschedule within 90 window if applicant contacts Pearson Vue at least 48 hours prior to scheduled date of exam.

**** Fees & application are forfeit if applicant is a no show for a scheduled exam or does not sit in the given 90 day window

Review Material

In compliance with National Accrediting Standards, the ABWM does not provide review materials for the certification examination. It is the responsibility of the applicant to prepare by any means they feel are appropriate.

Examination

The CWS® examination is based on a job analysis (also known as a practice analysis or role delineation study) that is conducted periodically to determine the job content elements that are related to effective job performance. The results of this study are used to develop the content outline for each examination, and all versions of the examinations correspond to these specifications. More information about the job analysis is available at www.abwmcertified.org.

An interdisciplinary team of CWS®s supervised by the ABWM Examination Chair and Pearson VUE constructs the items included in the examination.

The Examination Committee meets two to three times a year to review the items and the examination itself for validation. All examination materials are under the control of Pearson VUE, and Examination Committee members do not have copies of notes from these committee meetings. Pearson VUE also runs statistical analysis on each examination and examination items to validate their effectiveness as examination questions.

The examination consists of 150 multiple-choice items, 125 of which are used to compute applicants' scores. The exam includes 25 non-scored 'pretest' items that are interspersed throughout the examination. Pretesting is a common practice for certification examinations, which allows for evaluation of the items prior to using them for scoring. Performance on the pretest items does not affect your score. The examination covers five subject areas as described in the Content Outline on page 4.

Time Allocation for the Examination

Applicants are allowed up to three (3) hours to answer 150 multiple choice questions for the examination.

Admission to Testing

Applications will be reviewed by the ABWM to verify that applicants meet the eligibility requirements. Once an application and documentation materials are submitted, individuals will be notified by Pearson VUE of the following:

- IF ELIGIBLE: You will receive a notice from Pearson VUE within15 business days of the receipt of your completed application.
- IF NOT ELIGIBLE: Your certification fee, less a $100 processing fee, will be returned to you with a notice of ineligibility.
- FAILURE TO RECEIVE ADMISSION NOTICE: Applicants not receiving an admission notice after being approved by the ABWM should contact Pearson VUE by calling 833-918-2566.

Re-testing Policies

Applicants who do not pass the examination are eligible to re-take it 30 days after the date of their last examination, and up to two years after the date of their first examination.
Applicants must file an ABWM Re-test Application and pay applicable re-application fee each time they retest. Those who do not re-test within two years of their first examination must re-submit the application and examination fee in full. Any applicant who does not achieve a passing score after three attempts must submit documentation of 20 hours of continuing education
in wound management to the ABWM office prior to re-taking the examination a fourth time. The continuing education hours must be completed after the date of the applicant's last failed examination. An additional 20 hours of continuing education will be required for each additional attempt after an applicant's third failed examination.

Appeals Policy

NO APPEAL may be taken from an adverse decision based on an individual's receipt of a failing grade on an ABWM examination absent extraordinary circumstances, as determined solely by the ABWM. A full outline of the appeals process for adverse decisions affecting certification as a CWCA®, CWS®, or CWSP® is available in the Forms section of www.abwmcertified.org. The following adverse decisions affecting eligibility or certification by the American Board of Wound Management are subject to appeal: adverse administrative decisions, adverse substantive decisions, adverse disciplinary decisions. Any request for review must be postmarked within 30 calendar days of the notice of adverse decision.

Grievance Procedures

Applicants that have been deemed ineligible to sit for the examination may file a grievance with the ABWM. The individual should submit a letter to the ABWM Appeals Committee, along with any applicable documentation. The grievance will be reviewed by the Appeals Committee, who shall deliver a final decision within 30 days via certified mail.

Report of Results

Applicants will receive notification of their results from Pearson VUE at the test center upon completion of the examination and can access your score report by logging in to your Pearson VUE account. Note: Examination results will NOT be provided over the telephone. Your score report will show the total number of correct answers you provided, and the number of correct answers required to pass. The passing point for each exam is established using a criterion-referenced technique. Qualified and trained SMEs on the Cut Score Committee will participate in recommending the passing point under the guidance of a qualified psychometrician. The passing point recommendation will be considered by the Board. The Board is responsible for final approval of the passing point for each examination.

The applicant's ability to pass the examination depends on the knowledge displayed during the examination, not on the performance of other applicants. As new forms of the examinations are introduced, changes may cause one form of the examination to be slightly easier or harder than another form. To adjust for these differences in difficulty, a procedure called "equating" is used. The goal of equating is to ensure fairness to all applicants.

The content area scores on the score report are not used to determine pass-fail decision outcomes. They are only provided to offer a general indication regarding your performance in each content area. The examination is designed to provide a consistent and precise determination of a your overall performance and is not designed to provide complete information regarding your performance in each content area. You should remember that areas with a larger number of items (questions) will affect the overall score more than areas with a fewer number of items. The precision and consistency of scores diminishes with fewer items, and therefore, sub-scores should be interpreted with caution, especially those that correspond to content areas with very few items.

Confidentiality

It is up to each applicant to notify an employer or others as to whether you have passed or failed the examination. Upon written inquiry, the ABWM will release information regarding the status of an individual's certification only, withholding information regarding scores or if an individual took the examination.

CWS® Content Outline

I. Wound Healing Environment (23 items)
- A. Anatomy and Physiology
  - 1. Integumentary
  - 2. Musculoskeletal
  - 3. Vascular
  - 4. Neurological
  - 5. Lymphatic
  - 6. Other systems (e.g., endocrine, renal, respiratory, immunologic)
- B. Wound Healing
  - 1. Phases
  - 2. Cell function (e.g., signaling proteins, cellular mediators)
  - 3. Acute vs. chronic

II. Assessment and Diagnosis (34 items)
- A. History
- B. Physical examination
- C. Wound and skin assessment
- D. Pain assessment
- E. Risk assessment
- F. Functional assessment
- G. Laboratory/Imaging/Biopsy
- H. Nutrition

III. Patient Management (30 items)
- A. Wound bed preparation/ debridement
- B. Dressings
- C. Cellular and/or tissue products for wounds
- D. Topical agents
- E. Complications in healing (biofilm management, infection, systemic factors, bariatrics, pharmacological)
- F. Nutrition
- G. Biophysical technologies
  - 1. Electrical stimulation
  - 2. Ultrasound
- H. Compression therapy
- I. Negative pressure wound therapy
- J. Hyperbaric oxygen therapy
- K. Pressure redistribution (i.e. offloading)
- L. Surgical closure or tissue transfer
- M. Case Review (e.g., analyzing labs/ imaging, outliers, prognosis, synthe -sis of data)
- N. Ostomy

IV. Etiological Considerations (26 items)
- A. Neuropathy
- B. Diabetes
- C. Venous insufficiency
- D. Ischemia
- E. Pressure ulcers
- F. Lymphedema
- G. Trauma
- H. Surgical/surgical procedure
- I. Atypical wounds (e.g., malignancy, medication-induced)
- J. Dermatological
- K. Infectious
- L. Burns
- M. Edema (i.e., systemic vs. local)
- N. Pediatric issues
- O. Inflammatory

V. Professional Issues (12 Items)
- A. Documentation/legal concepts
- B. Patient adherence (e.g., socioeco nomic factors, ability to comply)
- C. Legal concepts
- D. Reimbursement and medical economics
- E. Medical ethics (e.g., palliative care, reasonable expectation of outcomes)
- F. Multidisciplinary teams
- G. Epidemiology
- H. Evidence-based practice and research

In addition to classifying by topic (above) items will be classified by task. Tasks that are eligible for assessment include:

History and Physical Examination Tasks

S1 Obtain history of present illness (e.g.,wound duration, etiology, previous treatments, medication reconciliation, and comorbidities)
S2 Interpret vital signs

Assess:
S3 circulatory system
S4 integumentary system
S5 musculoskeletal system
S6 neurological system
S7 cardiopulmonary system
S8 limb volume
S9 pain level
S10 tissue oxygenation

Evaluation and Diagnosis Tasks

Assess:
S11 wound healing status
S12 factors related to delayed wound healing
S13 barriers to the plan of care and expected outcomes (e.g., psychosocial, financial, religious/ cultural)
S14 wound characteristics

Evaluate wounds using the following standardized grading systems:
S15 Wagner scale
S16 University of Texas wound classifica -tion system
S17 NPIAP (e.g., stages, unstageable, suspected deep tissue injuries)
S18 Rule of Nines
S19 CEAP classification
S20 Perform risk assessment
S21 Review or interpret laboratory and imaging, and test results
S22 Determine the etiology of the wound

Treatment Tasks

S23 Establish goals
S24 Perform techniques to cleanse the wound and reduce bioburden
S25 Debride the wound
S26 Apply dressings to the wound
S27 Manage at-risk skin and periwound
S28 Apply compression therapy
S29 Use advanced therapeutic adjunc -tive treatments (e.g., negative pressure wound therapy, ultrasound, hyperbaric oxygen)
S30 Apply offloading device for the lower extremity
S31 Use support surface for pressure relief/reduction
S32 Address the nutritional needs of the patient
S33 Assist with or apply cellular and/or tissue products
S34 Assist with or apply tissue grafts and flaps
S35 Manage cellular and/or tissue prod -ucts
S36 Manage tissue grafts and flaps
S37 Use advanced topical therapeutic agents (e.g., becaplermin, collagenase)

Continuum of Care Tasks

S38 Discuss and review the plan of care
S39 Educate patient/family/caregiver on disease management and prevention
S40 Monitor laboratory values
S41 Refer patients to consultants/ specialists
S42 Educate on wound healing environ ment

Professional Practice Tasks

S43 Interpret research methodology and strength of evidence
S44 Follow confidentiality and security requirements
S45 Adhere to guidelines and regulations (e.g., professional, governmental, reimbursement, credentials)
S46 Perform complete wound care documentation

Sample Questions

American Board of Wound Management National Board Certification Examination for Certified Wound Specialist consists of five subject areas with sample questions from each of the areas listed below.

1. Which of the following BEST describes the process when leukocytes begin to adhere to the sticky endothelium of the venules almost immediately after injury?

A. rouleaux
B. margination
C. diapedesis
D. aggregation

Answer: B
Content Category: 1

2. A patient presents with an ulceration at the site of an old burn scar. The wound is mildly tender and presents with exuberant tissue. Which of the following is the MOST likely diagnosis?

A. Marjolin's ulcer
B. metastatic carcinoma
C. lymphangiosarcoma
D. malignant melanoma

Answer: A
Content Category: 2

3. A patient with end-stage renal disease and large, chronic lower extremity wounds requires extensive daily care because the patient's family is unwilling to care for him. The patient reports being ashamed and frustrated, and requests that the surgeon amputate both legs. The patient is not a surgical candidate due to chronic conditions. Which of the following is the MOST appropriate action?

A. Tell the patient that arrangements will be made for the amputation.
B. Explain the problems with the patient's request and resume treatment.
C. Discuss the patient's feelings with family members to see if they will become more involved.
D. Request a referral for palliative care.

Answer: D
Content Category: 5

4. Which of the following observations is MOST characteristic of an arterial ulcer?

A. fibrinous base
B. crusted periwound area
C. significant serous drainage
D. round symmetrical wound border

Answer: D
Content Category: 4

5. A heavily draining cavity wound with granulation tissue along the sidewalls and stringly slough covering the base is BEST managed locally by

A. an alginate dressing.
B. a hydrocolloid dressing.
C. a hydrogel sheet dressing.
D. a foam dressing.

Answer: A
Content Category: 3

Code of Ethics

The American Board of Wound Management acknowledges the diversity of etiologies and associated problems that patients with chronic non-healing wounds endure. The American Board of Wound Management therefore supports the interdisciplinary commitment, which professionals from a variety of disciplines, can make to the field of wound management. The conduct of individuals certified by the American Board of Wound Management shall be consistent with all applicable local, state, and federal regulations, and with codes of conduct as established by the certified individual's primary discipline. Additionally, individuals who are certified by the American Board of Wound Management shall be committed to increasing their knowledge of the mechanisms of wound healing, tissue repair, and modalities to effectively treat indolent wounds. It is part of the mission of The American Board of Wound Management to safeguard the health and welfare of patients who seek the services of Certified individuals.

a. Responsibility

All Certified practitioners must be responsible to determine that standards are applied evenly and fairly to all individuals who receive services. Certified individuals shall provide accurate documentation and timely feedback to members of the team, and other interested parties in order to assure coordinated, managed care. All reports will be objective and based upon an independent professional opinion within the Certified individual's expertise. Certified individuals will provide only those services for which the individual is competent and qualified to perform. Certified individuals will refrain from providing services, which are counter to the ethical standard of their discipline.

b. Professional Conduct by Specialty

Certified individuals are obligated to maintain their education and competency such that it conforms to the standard of conduct both to the individual's community, practice and discipline. Wound management is a coordinated multidisciplinary and interdisciplinary effort. Certified individuals will conduct their professional behavior so that it facilitates the services of all team members for maximum benefit of the patient.

c. Education, Training and Competence

Certified providers shall maintain high moral values, ethics, and professional competence. They shall recognize the limits of their skills and license. They shall offer services consistent with the standard of their profession. Certified individuals have an obligation to accurately represent and disclose their training education, and experience to the public. Certified providers shall engage in continuing education.
Certified providers recognize that the field of wound management is developing rapidly and shall be open to evaluate and consider new products and approaches to wound management. Certified providers should refrain from any activity which may result in harm to a patient without first considering alternatives to such an approach, seeking services which may achieve the same benefit without the associated risk, obtain consultations from other providers, and inform the patient of any risk inherent to any procedure or approach.

d. Confidentiality

Certified providers are obligated to safeguard information obtained in the course of their involvement with a patient. Information may be released with a patient's permission; and circumstances where there is a clear and imminent danger to the patient, or others, and where required by court or subpoena. The patient has the privilege to the extent feasible and practical, and those cases where there would be no legal or clinical contraindications, to see their chart when this can be arranged at a mutually convenient time.

e. Business Procedures

Certified providers will abide by all prevailing community standards.They will adhere to all federal, state and local laws regulating business practice. Competitive advertising must be honest, actual and accurate. Such advertising shall avoid exaggerated claims. Certified providers will not enter into any arrangement where fees are exchanged that would be likely to create conflict of interest or influence their opinion about service rendered. Certified providers shall engage in behavior which conforms to high standards of moral, ethical and legal behavior. Certified providers will not engage in sexual contact with patients.

f. Research

Certified providers are encouraged to engage in research. In doing so, they shall have the safety of their subjects as a priority. Investigation shall be consistent with the traditions and practices of the certified individual's discipline.

Testing Agency

Pearson VUE provides products and services for the entire exam program lifecycle ranging from exam development to measurement to test administration. A leader in the testing industry, Pearson VUE assists ABWM in the development, administration, scoring and analysis of the Certified Wound Care Associate TM (CWCA®), CWCA® Candidate, Certified Wound Specialist® (CWS®), CWS® Candidate, Certified Wound Specialist Physician®(CWSP®), and CWSP® Candidate examinations and delivers high-stakes exams for assessment, certification, and licensure programs worldwide.

Nondiscrimination Policy

Pearson VUE and the ABWM do not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability, marital status or any other protected characteristic.

Examination Administration

Examinations are delivered by computer at over 300 Pearson VUE test centers located throughout the Americas. The examination is administered by appointment only. Appointment starting times may vary by location. Available dates will be indicated when scheduling your examination. Applicants are scheduled on a first-come, first-served basis.

Test Center Locations

Pearson VUE test centers have been selected to provide accessibility to the most applicants in all states and major metropolitan areas. Visit PearsonVue.com/ABWM and log in to your account or click "Find a test center" on the right sidebar to see available test centers. Specific address information and directions will be provided when you schedule an examination appointment.

Scheduling an Examination

You will receive an email with instructions on how to schedule your examination. Make sure that your name and address are listed correctly and that you've been registered for the correct examination. If not, please call ABWM at 202-457-8408.

You will have up to three (3) months to schedule and attempt your examination. Unless prior notification is provided, failure to sit for the exam within the 90 day window will result in the forfeiture of the application and fees. A no show for a scheduled exam appointment will also result in forfeiture of fees and application.

Once you have received instructions from Pearson VUE, there are two (2) ways to schedule your examination.

1. **Online Scheduling:** Go to www.pearsonvue.com/abwm at any time and select "Login". Follow the simple, step-by-step instructions to choose your examination and register for the examination.

   OR

2. **Telephone Scheduling:** Call Pearson VUE at 833-918-2566 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 7:00 p.m. (Central Time) Monday through Friday; closed on holidays.

If you contact Pearson VUE by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

When you schedule your examination appointment, be prepared to confirm a location and a preferred date and time for testing. When you call or go online to schedule your examination appointment, you will be notified of the time to report to the test center, and if an email address is provided you will be sent an email confirmation notice. If special accommodations are being requested, complete the two-page Request for Special Examination Accommodations form included in this handbook and submit it to ABWM with the application.

Rescheduling an Examination

You may reschedule your appointment at no charge by logging in to your Pearson VUE account or calling Pearson VUE at 833-918-2566 at least 48 hours prior to your scheduled appointment.

If your examination is scheduled on...	You must contact Pearson VUE by 3:00 p.m. Central Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/ Saturday	Tuesday

Missed Appointment and Forfeitures

You will forfeit your examination registration and all fees paid to take the examination under the following circumstances. A new, complete application and examination fee are required to reapply for examination.

- You cancel your examination after confirmation of eligibility is received.
- You wish to reschedule an examination but fail to contact Pearson VUE at least 48 hours prior to the schedule testing session.
- You appear more than 30 minutes late for an examination.
- You fail to report for an examination appointment.

Special Arrangements for Applicants with Disabilities

The ABWM and Pearson VUE complies with the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities. a person who has a history or record of such impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability. The ABWM and Pearson VUE will provide reasonable accommodations for applicants with disabilities.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to the ABWM at the time of the application by completing the special accommodations request form located at the end of this handbook at the time of application. The ABWM will review the submitted forms and will contact you regarding the decision for accommodations.

All requests and letters of verifications will be kept confidential. Please contact ABWM at with any questions.

Inclement Weather, Power Failure or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, Pearson VUE will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the test center personnel are able to open the test center. You will receive an e-mail prior to your examination if your test center has closed. Every attempt is made to administer the examination as scheduled; how-ever, should an examination be canceled at a test center, all scheduled applicants will receive an e-mail notification regarding rescheduling or reapplication procedures.

If power to a test center is temporarily interrupted during an administration, your examination will resume where the applicant left off once power is restored.

Taking the Examination

Your examination will be given by computer at a Pearson VUE test enter. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the test center no later than your scheduled testing time. IF YOU ARRIVE MORE THAN 30 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU MAY NOT BE ADMITTED.

Identification

Once you arrive at the location, look for signs indicating Pearson VUE test center check-in. To gain admission to the test center, you must present two (2) forms of identification. The primary form must be government issued, current and include your name, signature and photograph. Temporary ID is not accepted.

- Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).w
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

You must have proper identification to gain admission to the test center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

Security

Pearson VUE administration and security standards are designed to ensure all applicants are provided the same opportunity to demonstrate their abilities. The test center is continuously monitored by audio and video surveillance equipment for security purposes. The following security procedures apply during the examination:

- Examinations are proprietary. No personal items (e.g. cameras, notes, tape recorders, pagers, smart watches or cellular phones) are allowed in the testing room. Possession of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination. A calculator will be available through the testing system.
- No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, including but not limited to mobile phones, handheld computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, pens, or pencils, are allowed in the testing room.

No barrettes or hair clips that are larger than 1/4 inch (1/2 centimeter) wide and headbands or hairbands that are larger than 1/2 inch (1 centimeter) wide are allowed in the testing room. No jewelry that is removable and larger than 1/4 inch (1/2 centimeter) wide is allowed in the testing room.

No books and/or notes are allowed in the testing room unless authorized by the test program sponsor for your use during the test.

You must store all personal items in a secure area (a locker) as indicated by the TA or return them to your vehicle. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee. All electronic devices must be turned off before storing them in a locker.

Examination Restrictions

- You will be provided with a laminated white board and marker to use during the examination. You can receive a replacement if you fill your original white board. The test administrator will collect your white board when you complete your examination.
- No questions concerning the content of the examination may beasked during the examination.
- Eating, drinking or smoking will not be permitted in the test center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the test center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

Copyrighted Examination Questions

All examination questions are the copyrighted property of ABWM. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

Computer Login

After your identification has been confirmed, you will be directed to a testing carrel. The test administrator will start your exam.

Practice Examination

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score.

When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Testing Platform

To access a tutorial on Pearson VUE's testing platform, go to: https://testdelivery-st-prd-1.pearsonvue.com/Minerva/start-Delivery?sessionUUID=c8b363fc-5b4c-40a4-9fae-a81f00d36db8

Applicant Comments

During the examination, you may make comments for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

Following the Examination

After completing the examination, you are asked to answer a short evaluation of your examination experience. Then, raise your hand to notify the test administrator you have completed your exam. You will be escorted from the testing room and receive your score report.

Scores Canceled by ABWM or Pearson VUE

Pearson VUE is responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. ABWM and Pearson VUE reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

Failing to Report for an Examination

If you fail to report for an examination, you will forfeit the registration and all fees paid to take the examination. A completed application form and examination fee are required to reapply for examination.

Duplicate Score Report

You may access your score report at any time through your Pearson VUE account. There is no charge to access your score report.

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Special Accommodations Request Form

To request special accommodations, submit documentation from the medical authority or learning institution that rendered the diagnosis. Verification must be submitted to the ABWM on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialty
- Original signature of the medical authority or specialist

Date:

Legal Name:

Address:

Home Telephone:

Work Telephone:

Email Address:

Check any exam accommodations you require (requests must concur with documentation submitted):

☐ Reader (as accommodation for visual impairment or learning disability)
☐ Separate room (lower distraction environment)
☐ Extended time (Indicate 50% or 100%:)
☐ Other:

- Complete and email this form, along with supporting documentation to info@abwmcertified.org.
- The ABWM will email you confirmation of approval with instructions for the next step.
- Please contact the ABWM at (202) 457-8408 or info@abwmcertified.org with any questions.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY THE ABWM.