



2012 Bulletin of Information for the American Board of Genetic Counseling Certification Examination

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INTRODUCTION

Congratulations on taking the first step towards obtaining certification as a genetic counselor from the American Board of Genetic Counseling, Inc. (ABGC) or recertification as an ABGC diplomate via the examination pathway. The Certified Genetic Counselor (CGC®) credential is granted by ABGC to those genetic counselors who demonstrate that they meet established standards for professional practice through documentation of specialized training and successful completion of the ABGC Certification Examination. ABGC certification is valid for a five (5) year period at which time a Diplomate is required to recertify in order to maintain the CGC® credential. Recertification can be achieved either through continuing education or through examination.

This *Bulletin of Information* contains the instructions you will need to follow to complete the application process, pay examination fees, and schedule an examination appointment to take the ABGC Examination. This is not a complicated process, but it is important that you understand all requirements and follow all instructions carefully. Missing a step or a deadline can delay the processing of your materials or prevent you from being able to take the examination. If you have any additional questions after reviewing this *Bulletin of Information*, please contact the ABGC Executive Office at (913) 895-4617 or info@abgc.net.

GENERAL INFORMATION AND DEADLINES

Application Deadline – Postmark July 2, 2012

Examination Fee – \$1,300 New Applicants
\$1,200 Repeat Applicants

Testing Window

August 12, 2012 – September 15, 2012

Scheduling begins April 1, 2012

Scheduling deadline August 1, 2012

Refund Policy

ABGC will refund the examination fee minus a \$500 processing fee if the candidate submits a written request to withdraw from the examination on or before the application deadline. If the ABGC Executive Office receives the request to withdraw after the application deadline, the candidate forfeits the entire examination fee and will have to pay the full fee for the next examination cycle for which he/she applies. **All funds are non-transferrable.**

Recertification by Examination

Diplomates wishing to recertify by examination must pay the full examination fee and submit the completed examination application form by the published application deadline in the year in which their certification is due to expire.



ABGC POLICY REGARDING ELIGIBILITY FOR THE ABGC CERTIFICATION EXAMINATION

Eligibility for the ABGC Certification Examination

Background: Professional certification is the voluntary process by which a non-governmental agency grants time-limited recognition and use of a credential to individuals who have met predetermined and standardized criteria. Certification by ABGC indicates that individual practitioners have met the standards necessary to provide competent genetic counseling services. The expansion of state licensure initiatives recognizing the CGC[®] credential as a basis for licensure and Active Candidate Status (ACS) for the ABGC Certification Examination as a basis for temporary licensure illustrates the importance of promoting rigorous and time-limited certification and ACS eligibility requirements to provide better protection to the public. ABGC recognizes the importance of providing potential candidates for the ABGC Certification Examination with a specified number of examination attempts within an established time frame to accommodate unanticipated life events that may preclude a candidate from sitting for the examination in a specific cycle. For these reasons, beginning in 2009 all genetic counselors seeking ABGC certification are expected to obtain certification within five years of graduating from an ABGC accredited genetic counseling training program.

The definition of Active Candidate Status (ACS) signifies that an individual in an applicant category for which ACS may be awarded has met all eligibility requirements to apply for certification by ABGC, submitted all required application materials and fees by the published deadlines, and has been approved to take the ABGC Certification Examination in a specific examination cycle. Once granted, ACS is valid for that examination cycle only and is good only until the results of that examination are released. *An individual who has been approved for ACS who does not successfully certify in that cycle loses ACS as of the date that the results of the examination are released, and must reapply for ACS for a future examination cycle, if eligible to do so. An individual who has been granted ACS for a specific examination cycle, but withdraws from the examination before taking it, loses ACS as of the date that the results of the examination are released, forfeits that examination cycle and must reapply for ACS for a future cycle, if eligible to do so.*

Individuals in applicant categories for which the **ACS designation is not awarded** may still qualify for a limited number of attempts to sit for the ABGC Certification Examination by meeting specific continuing education requirements. If approved to sit for the examination in a specific cycle, these individuals **are not given and may not use the "ACS"** designation for any purpose, including on an application for a temporary genetic counseling license or for professional practice privileges through any institution, at any time. ABGC does not utilize or recognize the term "Board Eligible"; individuals preparing to apply for, or approved to sit for, the ABGC Certification Examination may not use this term for any purpose.



Requirements for ACS Eligibility by Category of Candidate:

Category 1

First Time Examinees who graduated from an ABGC Accredited Training Program after October 1, 2008: Graduates of an ABGC accredited training program after October 1, 2008 are eligible to apply for ACS for up to 3 examination cycles within 5 years of graduation. ACS eligibility expires after the first 5 examination cycles. The first examination cycle starts after you graduate, providing the graduation date occurs before the application deadline. If your graduation date occurs *after* the application deadline, your cycle would begin with the next available examination.

Following loss of Active Candidate Status eligibility, an applicant will be granted one more examination attempt if an individual demonstrates an active commitment to continuing education by obtaining 5 category 1 CEUs as defined by ABGC (no Professional Activity Credits or PACs may be substituted) within the 1 year period following the loss of ACS eligibility. If approved for a final examination attempt, the individual may sit for the examination but will not have the designation "Active Candidate Status." If certification is not achieved for any reason during this final examination cycle (including withdrawal prior to the examination), no future attempts at the ABGC Certification Examination will be allowed unless the individual newly enters and completes all requirements for graduation from an ABGC accredited training program.

Examples of possible pathways for a first time examinee in the 2012 examination cycle (shaded cells indicate the examination cycles during which an examination is taken).

ACS Eligibility by Examination Cycle	2012	2013	2014	2015	2016	2017	2018
-Has not applied for ACS previously. Elects to attempt in 3 successive years beginning in 2012 (graduates in 2011)	1	2	3	5 CEUs No ACS	4 No ACS	EXIT	
-Has not previously applied for ACS. Elects to attempt every other year beginning in 2012 (graduates in 2011)	1	No ACS	2	No ACS	5 CEUs No ACS	3 No ACS	EXIT
-Elects to attempt examination in first cycle of eligibility and then subsequent attempts occur in every other cycle (graduates in 2012)	1	No ACS	2	No ACS	3	5 CEUs No ACS	4 No ACS

ACS = Active Candidate Status

No ACS = Eligible to apply for ACS but chose not to apply or ACS status not granted



Category 2

Repeat Examinees: Examinees who did not achieve certification (DAC) for any reason (failed the examination, failed to sit for the examination) will be eligible to apply for ACS two more times within their remaining cycle of eligibility. ACS eligibility expires after the first 5 examination cycles. The first examination cycle starts after you graduate, providing the graduation date occurs before the application deadline. If your graduation date occurs *after* the application deadline, your eligibility cycle would begin with the next available examination.

For example, eligibility for ACS first time examinees in 2009 expires after the 2013 examination cycle or the third examination failure (or failure to sit during a cycle for which ACS was granted) whichever comes first. For first time examinees in 2011 eligibility for ACS expires after the 2015 examination cycle or the third examination failure (or failure to sit during a cycle for which ACS is granted) whichever comes first. Eligibility will be granted for a fourth and final examination attempt if an individual demonstrates an active commitment to continuing education by obtaining 5 category 1 CEUs as defined by ABGC (no PACs may be substituted) within the 1 year period following expiration of the individual’s third period of ACS. If an individual who fails to achieve certification and does not apply for ACS two more times within the five year examination period, eligibility will be granted for a final examination attempt if 5 Category 1 CEU’s are obtained within the 1 year period before the next deadline for application is due. If approved, the individual may sit for the examination but will not have the designation “ACS”. If certification is not achieved for any reason during this final examination cycle (including withdrawal prior to the examination), no future attempts at the ABGC Certification Examination will be allowed unless the individual newly enters and completes all requirements for graduation from an ABGC accredited training program.

Examples of Category 2 possible examination pathways (shaded cells indicate cycles during which an examination is taken).

ACS Eligibility by Examination Cycle	2010	2011	2012	2013	2014	2015	2016	2017
DAC in 2010 and 2011 – Reapplies for ACS and attempts examination in next cycle.	1	2	3	5 CEUs No ACS	4 No ACS	EXIT		
DAC in 2010 – Elects to wait before reattempting examination then reapplies for ACS and attempts examination in next 2 cycles.	1	No ACS	2	3	5 CEUs No ACS	4 No ACS	EXIT	
DAC in 2010 – Elects to wait before reattempting examination and attempts examination every other cycle.	1	No ACS	2	No ACS	3	5 CEUs No ACS	4 No ACS	EXIT
DAC in 2010 – Elects to wait before reattempting examination	1	No ACS	No ACS	No ACS	2	5 CEUs No ACS	3 No ACS	EXIT
Did not attempt 1st cycle of eligibility (2010), had ACS in 2011 but did not achieve certification, attempts examination for second time in 2012	No ACS	1	2	3	5 CEUs No ACS	4 No ACS	EXIT	

DAC = Did not achieve certification

ACS = Active Candidate Status

No ACS = Eligible to apply for ACS but chose not to apply or ACS status not granted



Category 3

Examinees required to obtain 5 CEUs in order to take the examination for their final attempt: ACS eligibility expires after the first 5 examination cycles. The first examination cycle starts after you graduate, providing the graduation date occurs before the application deadline. If your graduation date occurs *after* the application deadline, your cycle would begin with the next available examination.

Eligibility for ACS also expires after the third examination failure (or failure to sit during a cycle for which ACS was granted) whichever comes first. Eligibility will be granted for a fourth and final examination attempt if an individual demonstrates an active commitment to continuing education by completing 5 category 1 CEUs as defined by ABGC (no PACs may be substituted) within the 1 year period following expiration of the individual's third period of ACS. If an individual who does not achieve certification after two attempts and fails to apply for ACS one more time within their post graduate eligibility period, then eligibility will be granted for one more examination attempt if 5 Category 1 CEUs are obtained within the 1 year period before the deadline for the next examination cycle. If approved, the individual may sit for the examination but will not have the designation "ACS". If certification is not achieved for any reason during this final examination attempt, no future attempts at the ABGC Certification Examination will be allowed unless the individual newly enters and completes all requirements for graduation from an ABGC accredited training program.

Examples of possible pathway for a Fourth Time Examinee (shaded cells indicates years in which an examination could be taken).

ACS Eligibility by Examination Cycle	2007	2009	2010	2011	2012
DAC in 2007, 2009 and 2010 – Reapplies for final examination attempt.	1	2	3	5 CEUs No ACS	4

DAC = Did not achieve certification

ACS = Active Candidate Status

No ACS = Eligible to apply for ACS but chose not to apply or ACS status not granted



Category 4

Examinees who did not achieve certification for any reason by 2007, established ACS for 2009 with a new Logbook and did not achieve certification in 2009 and/or 2010 and/or 2011: These examinees were given the opportunity to take the examination a total of three times beginning 2009 and ending in 2013. Eligibility for ACS expires after the 2013 examination cycle or the third examination failure (or failure to sit during a cycle for which ACS was granted) whichever comes first. No future attempts at the certification examination will be allowed unless the individual newly enters and completes all requirements for graduation from an ABGC accredited training program.

Examples of possible pathways for an Examinee Who Established ACS for 2009 with a new logbook (shaded cells indicate various pathways of when an examination is taken).

ACS Eligibility by Examination Cycle	2009	2010	2011	2012	2013	
New Logbook for 2009 – Reapplies for ACS and attempts examination in next 3 successive cycles.	1	2	3	EXIT		
New Logbook for 2009 – 2009 cycle, elects to wait 2 cycles before reattempting examination.	1	No ACS	No ACS	2	3	EXIT
New Logbook for 2009 – 2009 cycle, elects to wait before reattempting examination and attempts examination every other cycle.	1	No ACS	2	No ACS	3	EXIT
New Logbook for 2009 – 2009 cycle, elects to wait until 2013 to reattempt examination.	1	No ACS	No ACS	No ACS	2	EXIT

ACS = Active Candidate Status

No ACS = Eligible to apply for ACS but chose not to apply or ACS status not granted



Category 5

Examinees who failed to achieve certification for any reason by 2007 and did not establish ACS for 2009 with a new logbook: Examinees who graduated from an ABGC accredited training program (or a historical genetic counseling training program that is recognized by ABGC) who failed to achieve certification for any reason by 2007 and did not establish ACS for 2009 with a new logbook can apply for a maximum of three examination attempts within the five year period beginning with the 2010 examination cycle. *This is a time-limited window of opportunity to attempt the ABGC Certification Examination that ABGC is providing for individuals who recognize that ABGC certification may be required for licensure to practice as a genetic counselor, now or in the future. This special window of opportunity to attempt certification will close following the 2014 examination cycle.* Eligibility to apply for the examination expires after the 2014 examination cycle or the third examination failure (or failure to sit during a cycle for which the individual applied for the examination) whichever comes first. No future attempts at the certification examination will be allowed unless the individual newly enters and completes all requirements for graduation from an ABGC accredited training program.

To apply and sit for the ABGC Certification Examination, an individual must submit 5 Category 1 CEUs as defined by ABGC (no PACs accepted) collected during the year immediately prior to applying for the next available examination cycle, 3 recommendation letters from ABGC or American Board of Medical Genetics (ABMG) certified genetics professionals (at least two of these must be from ABGC or ABMG certified genetic counselors), a transcript documenting coursework and the graduate degree awarded by an ABGC accredited or historical genetic counseling training program recognized by ABGC, and a signed verification of training form completed by the program director (please contact ABGC for special instructions if the graduate program is no longer in operation). If approved, the individual may sit for the examination but will not have the designation "ACS". **Accrual of Category 1 Continuing Education Units (CEUs)** as defined by ABGC during the year immediately prior to applying for the next available examination cycle may begin on January 1 of the year before the examination cycle to be attempted and must be completed before the deadline for application for that examination cycle. For instance, if the deadline to apply for the 2012 examination is July 1, 2012, the 5 CEUs must be obtained between January 1, 2011 and June 30, 2012. Note: the 5 Category 1 CEUs obtained within a one-year window only need to be collected once to allow for the three examination attempts between 2010 and 2014.

Examples of possible pathways for an Examinee who failed to Achieve Certification for any reason by 2007 and did not establish ACS for 2009 with a new logbook: (shaded cells indicate cycles during which an examination is taken).

Examination Eligibility by Examination Cycle (No ACS)	2009	2010	2011	2012	2013	2014	PATHWAY CLOSED AFTER 2014 CYCLE
No New Logbook for 2009 or Never Attempted – 3 successive examination attempts beginning in 2010	5 CEUs No ACS	1 No ACS	2 No ACS	3 No ACS	EXIT		EXIT (PATHWAY CLOSED)
No New Logbook for 2009 or Never Attempted – 3 successive examination beginning in 2012			5 CEUs No ACS	1 No ACS	2 No ACS	3 No ACS	EXIT (PATHWAY CLOSED)
No New Logbook for 2009 or Never Attempted – 3 examination attempts in alternate years beginning in 2010	5 CEUs No ACS	1 No ACS	No ACS	2 No ACS	No ACS	3 No ACS	EXIT (PATHWAY CLOSED)
No New Logbook for 2009 or Never Attempted – 1 examination attempt in 2014					5 CEUs No ACS	1 No ACS	EXIT (PATHWAY CLOSED)

ACS = Active Candidate Status

No ACS = Eligible to apply for ACS but chose not to apply or ACS status not granted



Category 6

Former ABGC Diplomates whose Time-limited Certification has Lapsed: Former ABGC diplomates who had time-limited certificates that have lapsed may qualify for one examination attempt to re-establish ABGC certification if the individual demonstrates an active commitment to continuing education by completing 5 category 1 CEUs as defined by ABGC (no PACs may be substituted) within the 1 year period prior to the application to sit for the next available examination. If approved, the individual may sit for the examination but will not have the designation “ACS”. If certification is not achieved for any reason during this final examination attempt, no future attempts at the ABGC Certification Examination will be allowed unless the individual newly enters and completes all requirements for graduation from an ABGC accredited training program.

Accrual of Category 1 Continuing Education Units (CEUs) during the year prior to applying for the next available examination cycle may begin on January 1 of the year before the examination cycle to be attempted and must be completed before the deadline for application for that examination cycle. For instance, the deadline to apply for the 2012 examination is July 2, 2012, the 5 CEUs must be obtained between January 1, 2011 and June 30, 2012.

Examples of possible pathways for a Former ABGC Diplomate whose Time-Limited Certification Expired in 2006 and is now lapsed (shaded cells indicate cycles during which an examination is taken).

Examination Eligibility by Examination Cycle (No ACS)	2011	2012	2013	2014
Lapsed Certification – Attempts examination to certify in 2012	5 CEUs No ACS	1 No ACS	EXIT	
Lapsed Certification – Attempts examination to certify in 2013		5 CEUs No ACS	1 No ACS	EXIT

ACS = Active Candidate Status



Category 7

International Genetic Counseling Certification Examination (IGCCE) Approved Applicants: Only those individuals who were approved to obtain a logbook of clinical training as an IGCCE applicant prior to the September 12, 2009 program closure are eligible to sit for the ABGC examination.

IGCCE accepted applicants will be given up to three opportunities within five years to pass the examination, with the first attempt occurring no later than 2010. Applicants who failed the 2010 examination, may choose to take the examination two more times in subsequent years (2011, 2012, 2013, and/or 2014 with a maximum of three attempts) after paying all required examination fees. Should an IGCCE applicant fail to gain ABGC certification by 2014, they will no longer be eligible for ABGC certification.

Examples of possible pathways for an approved IGCCE examinee:

ACS Eligibility by Examination Cycle	2010	2011	2012	2013	2014	2015
Logbook for 2010 – Applies for ACS and attempts examination in next 3 successive cycles.	1	2	3	EXIT		
Logbook for 2010 – Does not achieve certification in 2010 cycle, chooses to delay next examination for one year.	1	No ACS	2	3	EXIT	
Logbook for 2010 – Does not achieve certification in 2010 cycle, chooses to delay next examination for two years.	1	No ACS	No ACS	2	3	EXIT
Logbook for 2010 – Does not achieve certification in 2010 cycle, chooses to delay next examination for one year, does not achieve certification in 2012 cycle and chooses to delay next examination for one year.	1	No ACS	2	No ACS	3	EXIT

ACS = Active Candidate Status



EXAMINATION DATES FOR 2012

The 2012 ABGC Certification Examination will be available by appointment only during the testing period August 12, 2012 to September 15, 2012. The examination will be administered at AMP computer-based Assessment Centers in the United States and Canada.

APPLICATION DEADLINE

Applications must be post-marked by July 2, 2012 in order to be determined acceptable for review. ABGC will return applications received with a postmark after July 1 to the applicant.

HOLIDAYS

The 2012 ABGC Certification Examination will not be offered on Labor Day, September 5, 2012.

SCHEDULING AN EXAMINATION

Upon ABGC's receipt and processing of the Examination Application form and examination fee, you may schedule an examination appointment by one of the following methods beginning April 1, 2012. Be prepared to confirm a date and location for testing and to provide your Social Security number as your unique identification number.

To schedule an examination appointment in Canada or outside the United States, please call AMP at (888) 519-9901. There are two ways to schedule an examination appointment in the United States.

1. **Online Scheduling:** Go to www.goAMP.com at any time and select "Candidates." Follow the simple, step-by-step instructions to choose your examination program, American Board of Genetic Counseling (ABGC), and schedule the examination.

OR

2. **Telephone Scheduling:** Call AMP at (888) 519-9901 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday.

If special accommodations are being requested, please submit the Request for Special Examination Accommodations form prior to contacting AMP at (888) 519-9901 to schedule your examination.

The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. Individuals are scheduled on a first-come, first-served basis.

Refer to the chart below.

If AMP is contacted by 3:00 p.m. Central Time on...	Depending upon availability, the examination may be scheduled as early as...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

When the appointment is made, you will be given a time to report to the Assessment Center. You will only be allowed to take the examination for which the appointment has been made. **Unscheduled candidates (walk-ins) will not be admitted to the Assessment Center. The last date to schedule an initial examination appointment is August 1, 2012.**

The last date to re-schedule an appointment to take the 2012 ABGC Certification Examination during the testing period is September 13, 2012. You are encouraged to schedule your appointment as soon as possible after your Examination Application form and examination fee have been received and processed by ABGC and you have received scheduling instructions. This ensures you the best choice of Assessment Center locations and testing dates.

ASSESSMENT CENTER LOCATIONS

Examinations are administered by computer at over 170 AMP Assessment Centers geographically distributed throughout the United States and Canada. Assessment Center locations, detailed maps and directions are available on AMP's website, www.goAMP.com/assessmentCenterNetworkLocations.aspx. Specific address information will be provided when you schedule an examination appointment.

SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

AMP complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call AMP at (888) 519-9901 to schedule their examination.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of scheduling that wheelchair access is necessary.



2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to AMP at least 45 calendar days prior to your desired examination date by completing the Request for Special Examination Accommodations and Documentation of Disability-Related Needs forms. Please inform AMP of your need for special accommodations when scheduling your examination time.

TELECOMMUNICATION DEVICES FOR THE DEAF

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist candidates who are deaf or have a hearing loss. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central Time) Monday-Friday at (913) 895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

EXAMINATION APPOINTMENT CHANGES/FAILURE TO REPORT OR TO SCHEDULE AN EXAMINATION

1. You may reschedule an appointment for examination at no charge once by calling AMP at (888) 519-9901 at least two business days prior to the scheduled testing appointment. (See table below.)

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

2. If you wish to reschedule your examination appointment, but fail to contact AMP at least two business days prior to the scheduled testing session, **you will be charged a fee of \$100 to reschedule the appointment.**

3. If you fail to reschedule the examination appointment within the 2012 testing period ending September 15, 2012, Active Candidate Status will expire on the day the results are released. To sit for the next available ABGC Certification Examination, to be offered in 2013, you must first reestablish Active Candidate Status by meeting all published eligibility requirements for Active Candidate Status, and submitting all required materials and fees for that examination cycle.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit AMP’s website at www.goAMP.com prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted. The answers provided up to the point of interruption will remain intact, but for security reasons the questions will be scrambled. Any bookmarks you have made prior to the interruption will not be retained. However, by using the hand icon you can go through any unanswered questions.

ON THE DAY OF YOUR EXAMINATION

On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Once you arrive at the Assessment Center, look for the signs indicating AMP Assessment Center check-in. **If you arrive more than 15 minutes after the scheduled testing time, you will not be admitted.**

To gain admission to the Assessment Center, you need to present two forms of identification, one with a current photograph. Both forms of identification must be valid and include your current name and signature. The name on the identification must match the name under which you are registered with ABGC. You will also be required to sign a roster for verification of identity.



Acceptable primary forms of identification include a current:

1. Driver's license with photograph
2. State identification card with photograph
3. Passport
4. Military identification card with photograph

Social security cards, employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as primary identification, but may be used as secondary identification if they include your name and signature.

Misrepresenting your identity or falsifying information to obtain admission to the Assessment Center may be grounds for discipline by the ABGC.

SECURITY

ABGC and AMP administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Assessment 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 cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room. Possession or use of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination
- No calculators are permitted for the ABGC Certification Examination.
- No guests, visitors or family members are allowed in the testing room or reception areas.

PERSONAL BELONGINGS

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- cell phones or personal communication devices

Once you have placed everything into the soft locker, you will be asked to pull your pockets out to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed in the testing room after the examination is started, the administration will be forfeited.

EXAMINATION RESTRICTIONS

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive a score report.
- No documents or notes of any kind may be brought into or removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment 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, PDAs;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions;
- 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 ABGC. It is forbidden to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to disciplinary action as well as legal sanctions

PRACTICE EXAMINATION

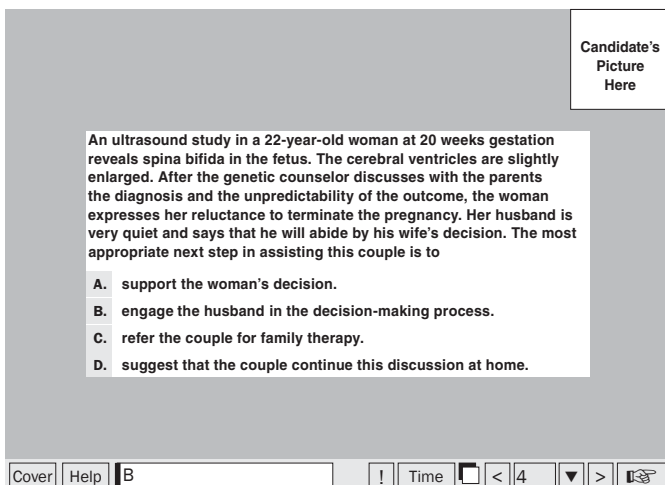
After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

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.

Note: If you wish to see and practice navigating within the computer-based testing environment before your examination date, a free online computer-based testing tutorial is available. Go to the LXR Store at <http://store.lxr.com> and follow the instructions to access a Web Test Demonstration.

TIMED EXAMINATION

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen.



Candidate's Picture Here

An ultrasound study in a 22-year-old woman at 20 weeks gestation reveals spina bifida in the fetus. The cerebral ventricles are slightly enlarged. After the genetic counselor discusses with the parents the diagnosis and the unpredictability of the outcome, the woman expresses her reluctance to terminate the pregnancy. Her husband is very quiet and says that he will abide by his wife's decision. The most appropriate next step in assisting this couple is to

- A. support the woman's decision.
- B. engage the husband in the decision-making process.
- C. refer the couple for family therapy.
- D. suggest that the couple continue this discussion at home.

Cover Help B ! Time 4 >

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right portion of the screen or select the Time key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

CANDIDATE COMMENTS

During the examination, comments may be provided 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 by ABGC, but individual responses will not be provided.



FOLLOWING THE EXAMINATION

After completing the examination, you are asked to complete a short evaluation of your examination experience. Then, you are instructed to report to the examination proctor to receive a report that verifies that you have completed the examination. Scores are reported in printed form only by U.S. mail. Score reports will be mailed within 12 weeks after the close of the testing window. Score reports will be sent in an ABGC envelope to the address provided at the time of examination registration. Scores are not reported over the telephone, by electronic mail, or by facsimile.

SCORES CANCELLED BY ABGC OR AMP

ABGC and AMP are 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. ABGC and AMP reserve the right to void or withhold examination results if, upon investigation, violation of their regulations is discovered or there is reason to question the validity or integrity of scores.

CONFIDENTIALITY

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no identifiable information, unless authorized by the candidate.

Names of candidates who achieve certification and are awarded the Certified Genetic Counselor (CGC®) credential will be listed in the directory of ABGC diplomates on the ABGC website www.abgc.net and will be published in the *Journal of Genetic Counseling* and the *American Journal of Human Genetics*. Summary reports of graduates' performance are provided to the directors of ABGC accredited training programs; scores are anonymized. Candidates who want ABGC to provide their examination result to a state licensing board or agency must complete a signed release of information statement (included in the Examination Application form) authorizing ABGC to provide this information to the designated recipient(s).

DUPLICATE SCORE REPORT

You will receive one copy of your score report by mail. You may purchase additional copies of your results at a cost of \$25 per copy. Requests must be submitted to ABGC, in writing, within 12 months of the examination. The request must include your name, Social Security number, mailing

address, telephone number and date of examination. Submit this information with the required fee payable to AMP in the form of a check, money order, cashier's check or credit card payment. Duplicate score reports will be mailed within approximately five business days after receipt of the request and fee.

GRIEVANCE PROCEDURES

Individuals whose credentials are deemed unacceptable and who are not granted approval to sit for the ABGC Certification Examination have the right to seek reconsideration of ABGC's decision by submitting a written request for reconsideration, together with an explanation of the basis for the request, no later than 30 days after receipt of notice of this decision.

No request for reconsideration may be based on an individual's receipt of a failing grade on the ABGC Certification Examination unless extraordinary circumstances exist as determined solely by the Board.

DESCRIPTION OF THE ABGC CERTIFICATION EXAMINATION

The 2012 ABGC Certification Examination consists of 200 multiple-choice questions (170 scored items; 30 pre-test items).

You will have 4 hours to complete the examination.

You will be asked to select the one best answer from four options provided for each question.

The questions have been devised to test not only the candidate's recall of knowledge, but also the ability to appropriately and correctly apply and analyze information to address problems and situations encountered in the practice of genetic counseling.

The examination questions cover the Content Outline developed based on the results of the 2008 Practice Analysis conducted by ABGC with expert assistance, as shown on the next page.

ABGC is conducting a new Practice Analysis in 2011. The results of the Practice Analysis will form a revised Examination Content Outline. As soon as the revised Content Outline is available it will be added to this Examination Bulletin in addition to being posted on the ABGC website.

STRATEGIES FOR ANSWERING QUESTIONS

The purpose of this section is to familiarize examinees with the format of questions, referred to as items, on the examination. It is not intended to illustrate the scope of the examination or the difficulty of individual questions.

The 2012 ABGC Certification Examination consists of 200 multiple-choice items. 170 items are scored and 30 items are pre-test items that are being evaluated for possible inclusion on future examinations. The scored items and pre-test items will not be distinguishable to the examinee. All items should be approached as if they are scored items.

All items will be in multiple-choice, one best answer format. Each item will consist of a statement, question or scenario followed by four response options. The options will be lettered A, B, C, D. The examinee is required to select the one best answer to the question. Options other than the one best (correct) answer may be partially correct, but there is only one best answer to each item. Every effort has been made to eliminate "trick" questions.

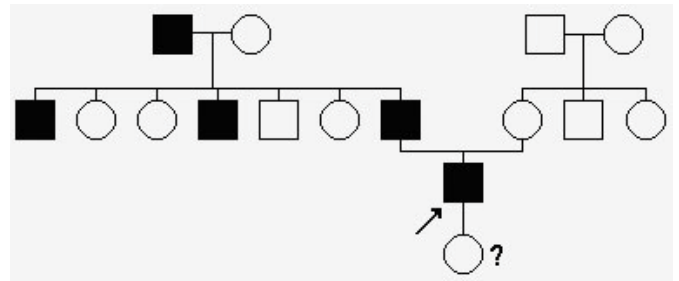
Strategies for Answering One Best Answer Single Items

- Read each question or statement carefully. Be certain that you understand what is being asked.
- Read each option carefully.
- Look for the best choice and do not be misled by other choices that might be considered possible, but less applicable, than the answer considered correct.
- If an option is only partially correct, tentatively eliminate it as incorrect. Of the remaining options, select the one that you believe to be most correct, and mark this answer.

Sample Questions: One Best Answer Single Items

Directions (items 1-2): Each of the questions or statements below is followed by four possible answers, or options. Select the one lettered option that is BEST in each case and mark the correct answer.

1. An ultrasound study in a 22-year-old woman at 20 weeks gestation reveals spina bifida in the fetus. The cerebral ventricles are slightly enlarged. After the genetic counselor discusses with the parents the diagnosis and the unpredictability of the outcome, the woman expresses her reluctance to terminate the pregnancy. Her husband is very quiet and says that he will abide by his wife's decision. The most appropriate next step in assisting this couple is to
 - A. support the woman's decision.
 - B. engage the husband in the decision-making process.
 - C. refer the couple for family therapy.
 - D. suggest that the couple continue this discussion at home.



2. For a trait that has a population frequency of 1 in 40,000, assuming the most likely interpretation of the mode of inheritance in the pedigree shown above, the probability of the proband's daughter inheriting the familial mutation is which of the following?
 - A. 1/2
 - B. 1/100
 - C. 1/200
 - D. 0

Correct Answers to Sample Questions

1. (B) 2. (A)



PASS/FAIL SCORE DETERMINATION

ABGC uses a criterion-referenced methodology in scoring examinations. With this type of scoring methodology, there is no “curve,” and candidates do not compete against one another. In constructing criterion-referenced examinations, the score that is most important is the passing score, that is, the minimum score needed to pass the exam. A great deal of time is spent ensuring that passing scores are derived fairly. The Angoff scoring method is used to set the passing score for the examinations, and a statistical process called equating is used to adjust for the slight variations in difficulty that can occur among multiple test forms (versions of the exam). These steps help ensure that all candidates are held to the same standard.

Final determination of the passing score is a policy decision that is informed by the psychometric analysis. Careful adherence to this process yields a rationally determined score that can be used with confidence to make pass/fail decisions on the basis of candidates’ scores. Note that with this method of scoring, it is theoretically possible for all examinees to pass the examination or for all examinees to fail the examination. Since candidates are compared to the criterion of competent practice, there is no minimum percentage of examinees that must fail the exam.

Each examination form contains 170 scored items and 30 pre-test items. Pre-test items do not contribute to candidates’ scores, but information is collected on how well these items perform. This information will be used in the statistical analysis of future exams. In addition, by collecting data on scored and pre-test items, ABGC may ultimately be able to offer instant scoring – meaning the candidate would receive a score report from the testing center proctor prior to leaving the center. It is not clear at this time when this may be available.

The examination development process and scoring determination for the ABGC certification examination are extremely detailed. This elaborate process is designed to ensure that *all* candidates are treated fairly and that all pass/fail decisions are valid. This detailed process provides distinction and value to genetic counselors in the field and ensures that passing candidates have the knowledge, skills, and abilities necessary for competent practice. Additional information about this process is available on the ABGC website and can be found in the November 2009 issue of NSGC’s *Perspectives*.



**AMERICAN BOARD OF GENETIC COUNSELING, INC.
2012 CERTIFICATION EXAMINATION PROGRAM
APPLICATION AND NOTARIZED STATEMENT FORM**

Must be Postmarked by July 2, 2012

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

Telephone: _____ E-mail: _____

Social Security Number: _____ Date of Birth [MM/DD/YY]: _____

Degree(s) [MS, MSc, etc.]: _____ Date Degree Conferred: _____

Please indicate under which Category you are applying for the examination:

- Category 1
- Category 2
- Category 3
- Category 4
- Category 5 – New Applicant
- Category 5 – Repeat Applicant
- Category 6
- Category 7
- Recertification by Examination

Examination History							
[check <u>all</u> years below in which examinations were attempted or where you were granted ACS status]							
1996 or before	1999	2002	2005	2007	2009	2010	2011
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list the accredited or recognized genetic counseling program from which you graduated and year:

Examination Fee for first-time applicants, re-applicants, diplomates recertifying and former ABGC diplomates seeking to regain certification:

- 2012 \$1,300 First time Applicants 2012 \$1,200 Repeat Applicants

Refund Policy:

ABGC will refund your examination fee minus a \$500 processing fee if you submit a written request to withdraw from the examination administration on or before the examination application deadline. If the request to withdraw is received after the examination application deadline, the candidate forfeits the entire examination fee and will have to pay the full fee for the next administration cycle for which he/she applies. All funds are non-transferrable.

Payment should be sent via check or money order, in US dollars, payable to the American Board of Genetic Counseling, Inc. A charge of \$50 will be made whenever a check is returned for non-payment.

ABGC also accepts MasterCard, VISA, American Express and Discover credit card payment.

- MC VISA AMEX Discover

Account Number: _____ Expiration Date: _____

Signature: _____ Date: _____

Please provide your credit card billing address if it's different from the address that is stated above:

Yes, I would like a receipt. Please send a receipt to [email address]: _____

2012 Checklist of Documentation Needed to Determine Eligibility by Category

Category 1:

- Official Transcript (not issued to the student)*
- Completed application form including notarized statement
- Verification of Training submitted directly from your Program Director. Applicants are responsible for requesting this verification from their graduate program.
- Website Users Agreement
- 2012 Examination Fee – \$1,300

Category 2:

- Completed application form including notarized statement
- Website Users Agreement
- 2012 Examination Fee – \$1,200

Category 3:

- Completed application form including notarized statement
- Website Users Agreement
- 2012 Examination Fee – \$1,200

Category 4:

- Completed application form including notarized statement
- Website Users Agreement
- 2012 Examination Fee – \$1,200

Category 5 – New Applicant:

- Documentation of participation in 5 Category 1 Continuing Education Units (CEU) during the most current one year period (must be completed prior to the examination application deadline). You may submit copies of certificates of participation, keeping the originals for your records.
- Three Recommendation Letters from ABMG or ABGC certified individuals (at least two must be from ABGC certified counselors). These must accompany your complete application materials.
- Original Transcript (not issued to student; if you completed an historic ABMG approved training program, please contact the ABGC Executive Office)*
- Verification of Training from your Program Director (if the training program no longer exists, please contact the ABGC Executive Office)
- Completed application form including notarized statement
- Website Users Agreement
- 2012 Examination Fee – \$1,300

Category 5 – Repeat Applicant:

- Completed application form including notarized statement
- Website Users Agreement
- 2012 Examination Fee – \$1,200

Category 6:

- Documentation of participation in 5 Category 1 Continuing Education Units (CEU) during the most current one year period (must be completed prior to examination application deadline). You may submit copies of your certificates of participation, keeping originals for your records
- Completed application form including notarized statement
- Website Users Agreement
- 2012 Examination Fee – \$1,300

Category 7:

- Completed application form including notarized statement
- Website Users Agreement
- 2012 Examination Fee – \$1,200

*Only official transcripts are allowed. These can be sent directly from the school to ABGC or submitted by the student in a sealed envelope with the registrar's signature over the seal.

Refund Policy:

ABGC will refund your examination fee minus a \$500 processing fee if you submit a written request to withdraw from the examination administration on or before the examination application deadline. If the request to withdraw is received after the examination application deadline, the candidate forfeits the entire examination fee and will have to pay the full fee for the next administration cycle for which he/she applies. All funds are non-transferrable.

**AMERICAN BOARD OF GENETIC COUNSELING, INC. ["ABGC"]
NOTARIZED APPLICATION STATEMENTS**

Please read the following statements carefully and indicate your understanding and agreement by signing below.

1. I hereby apply to the American Board of Genetic Counseling ("ABGC" or the "Board") for Active Candidate Status and for examination by the Board and issuance to me of a certificate as a diplomate, in accordance with and subject to the procedures and regulations of the ABGC. I have read and understand the rules and procedures pertaining to the 2012 Certification Examination, as set forth in the ABGC's online Bulletin of Information for the American Board of Genetic Counseling Certification Examination. I agree to denial of or disqualification from Active Candidate Status; to denial of or disqualification from examination; to denial or revocation of certification; to denial or revocation of future eligibility for certification; and to forfeiture and redelivery of any certificate granted me by the ABGC in the event that any of the statements or answers made by me in this application are false or in the event that I violate any of the rules or regulations governing ABGC eligibility, examination, certification or recertification. I authorize the ABGC to make whatever inquiries and investigations it deems necessary to verify my credentials and my professional standing.
2. I understand that this application and any information or material received or generated by the ABGC in connection with this application or with the eligibility, certification/recertification process will be kept confidential and will not be released unless I have authorized such release or such release is required by law. However, I understand that the fact that I have or have not achieved approval to sit, or have or have not been certified/recertified, and the effective date(s) of my Active Candidate Status, certification or recertification, are matters of public record and may be disclosed. I authorize the ABGC to release my examination scores to the Program Director of my genetic counseling program. Finally, I allow the ABGC to use information from my application and subsequent examination for the purpose of statistical analysis, provided that my personal identification with that information has been deleted.
3. I understand that the content of the ABGC's examinations, and each of their items, are proprietary and strictly confidential, and that the unauthorized retention, possession, copying, distribution, disclosure, discussion, or receipt of any examination question, in whole or in part, by written, electronic, oral or other form of communication, including but not limited to e-mailing, copying or printing of electronic files, and reconstruction through memorization and/or dictation, before, during, or after an examination, is strictly prohibited. I further understand that, in addition to constituting irregular behavior subject to disciplinary action including, but not limited to, revocation of certification, revocation of eligibility for future certification, and disciplinary fines, such activities violate the ABGC's proprietary rights, including copyrights, and may subject me to legal action resulting in monetary damages.
4. I further understand that I can be disqualified from taking or continuing to sit for an examination, or from receiving examination scores, and that I may be required to retake an examination if, at its sole discretion, the ABGC determines through proctor observation, statistical analysis or any other means available to it, that I was engaged in collaborative, disruptive, or other irregular behavior before, during the administration of, or following, the examination, or if the ABGC determines that the integrity or validity of the examination otherwise is in question.
5. I further understand that, in some instances, while the evidence of irregularity is sufficiently strong to cast doubt upon the validity of scores, such evidence may not enable the ABGC to identify the particular individuals involved. In any such circumstance, I understand that the ABGC reserves the right to withhold the scores of all candidates, including candidates not directly implicated in the irregularity and, if necessary, to require all candidates to take an additional examination at a later date under conditions which will ensure the validity of all scores.
6. I understand that it is my responsibility to inform the proctor of any difficulties encountered at the examination site. In addition, it is my responsibility to inform the ABGC executive office of any such difficulties in writing, within one week after the examination.
7. I hereby agree to indemnify and hold harmless the ABGC, its officers, directors, members, examiners, employees, and agents, from any lawsuit, complaint, claim, loss, damage, cost or expense (including attorneys' fees) arising out of or in connection with any action or omission by any of them in connection with this application; the application process; the Active Candidate Status/certification/recertification process; any examination given by the ABGC; any grade relating thereto; the failure to issue me any certificate; or any demand for forfeiture or redelivery of such certificate.

I UNDERSTAND THAT ALL DECISIONS AS TO WHETHER I QUALIFY FOR APPROVAL TO SIT, CERTIFICATION AND RECERTIFICATION REST SOLELY AND EXCLUSIVELY WITH THE ABGC AND THAT THE DECISION OF THE ABGC IN EACH OF THESE MATTERS IS FINAL.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND I INTEND TO BE LEGALLY BOUND BY THEM. I FURTHER AGREE THAT, IN THE EVENT OF ANY ACTION ARISING THEREFROM, THE PREVAILING PARTY SHALL BE ENTITLED TO ALL COSTS, INCLUDING REASONABLE ATTORNEYS' FEES, INCURRED IN CONNECTION WITH THE LITIGATION.

Full Printed Name

Signature

Date

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public Signature

My Commission Expires: _____

[SEAL]



AMERICAN BOARD OF GENETIC COUNSELING, INC.

WEBSITE USERS AGREEMENT

Please read the following statements carefully and indicate your understanding and agreement by signing the form.

1. I acknowledge that I have read and understand the terms and conditions of use of the ABGC website, abgc.net, as published in the bulletin of information for active candidate status for the American Board of Genetic Counseling certification examination.
2. I acknowledge and agree that these terms and conditions of use of abgc.net and the provisions, disclosures, and disclaimers set forth therein are fair and reasonable, that I agree to follow and be bound by them, and that my agreement to follow and be bound by them is voluntary and is not the result of fraud, duress, or undue influence exercised upon me by any person or entity.
3. I also agree to indemnify and hold harmless ABGC and its officers, directors, members, agents, affiliates, third-party information providers, licensors, and others involved in the delivery of the website or the delivery of services or information over the website, from and against any and all liabilities, expenses, damages, and costs, including reasonable attorney's fees, from any claim, complaint, or damage arising out of or in connection with my use of the site, including but not limited to, any violation by me of these terms and conditions.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND I INTEND TO BE LEGALLY BOUND BY THEM.

_____ Full Printed Name

_____ Signature _____ Date

Subscribed and sworn before me this _____ day of _____, 20 _____ .

_____ My Commission Expires: _____
Notary Public Signature

[SEAL]

REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs form, and enclose with documentation of formal evaluation by a qualified professional so your request for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality. Please return these forms and the requested documentation to AMP within 45 days of the desired testing date.

CANDIDATE INFORMATION

Name (Last, First, Middle Initial, Former Name)		
Name of Facility/Company	Title	
Mailing Address		
City	State	Zip Code
Daytime Telephone Number	E-mail Address	

SPECIAL ACCOMMODATIONS

I request special accommodations for the American Board of Genetic Counseling examination.

Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Reduced distraction environment
- Please specify if other accommodations are needed:

Comments:

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with AMP staff my records and history as they relate to the requested accommodation.

Signature:

 Date:

Return this form with requested documentation to:
 ABGC Executive Office, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543; Fax (913) 895-4652.
 If you have questions, call the Candidate Support Center at (888) 519-9901.

DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to review your request for examination accommodations. Please attach copy of formal evaluation completed by the qualified professional.

PROFESSIONAL DOCUMENTATION

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name Date

Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the Documentation of Disability-Related Needs form.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____

Date: _____ License # (if applicable): _____

Return this form with requested documentation to:
ABGC Executive Office, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543; Fax (913) 895-4652.
If you have questions, call the Candidate Support Center at (888) 519-9901.