

April 2023

CGC® Candidate Guide

www.abgc.net | info@abgc.net

For questions regarding receipt of examination materials or exam eligibility status, contact PSI/ABGC Exam Services at **833-333-4755**



Table of Contents

Introduction	3	Identification	10
General Information	4	Misconduct	10
Examination Categories	4	Copyrighted Examination Questions	10
Non Discrimination Policy	5	Computer Login	11
Impartiality Statement	5	Practice Computer Testing Process	11
Examination Dates	5	Timed Examination	11
Application Deadline	6	Candidate Comments	11
Test Center Locations	6	Following the Examination	11
Scheduling an Examination	6	Scores Cancelled By ABGC or PSI	11
Live Remote Online Proctoring	7	Confidentiality	12
Special Arrangements for Candidates with Disabilities	7	Duplicate Score Report	12
Examination Appointment Changes	7	Grievance Procedures	12
Refund Policy	7	Strategies for Answering Questions	12
Administrative Policies for Withdrawal from, Failure to Schedule or Failure to Report for an Examination Appointment	8	Pass/Fail Score Determination	13
Inclement Weather, Power Failure or Emergency	8	ABGC Trademark Policy	13
Testing at a PSI Test Center	8	Standard for the Designation of Certified Genetic Counselor (CGC)	14
Security	9	Checklist of Application Documentation	15
Personal Belongings	9	Duplicate Score Report Request Form	16
Examination Restrictions	9	Request for Special Examination Accommodations	17
Testing By Live Remote Online Proctoring	9	Documentation of Disability-Related Needs	18

Introduction

Congratulations on taking the first step to become certified by the American Board of Genetic Counseling, Inc. (ABGC) or recertified as an ABGC Diplomate via the examination pathway. The Certified Genetic Counselor (CGC®) credential is granted by ABGC to genetic counselors who meet established standards for professional practice through documentation of specialized training and who receive a passing score on the ABGC Certification Examination. ABGC certification is valid for five (5) years for those who certify or recertify by examination. After five years, each Diplomate is required to recertify to maintain the CGC® credential through continuing education or through examination.

This Candidate Guide contains instructions to help an individual complete the application process, pay the examination fees, and, if accepted, schedule an appointment to take the ABGC Examination. It is important to understand all requirements and carefully follow these instructions.

Missing a step or a deadline can delay or prevent an individual from being able to take the examination. If an applicant has any additional questions after reviewing this Bulletin of Information, please contact the ABGC Executive Office at **312-321-6879** or **info@abgc.net**.

PSI is the examination services provider for ABGC. PSI coordinates the certification application and administration processes.

What is Certification?

Professional certification is a voluntary process in which a non-governmental agency grants time-limited use of a credential to professionals who meet predetermined standards; therefore, meeting the standards of minimal competence to practice as a genetic counselor.

It is the Diplomate's responsibility to apply for recertification prior to the expiration date of their current certification. A renewal notification postcard is mailed to each Diplomate's last known postal address approximately four months prior to the current certification expiration date. Email recertification reminders are also sent to those Diplomates for whom ABGC has a valid email address. To ensure that you receive important information from ABGC, please review your online profile and verify current email and postal information.

Each Diplomate is responsible for:

- » Applying for recertification within the allotted timeframe,
- » Creating and updating the contact information on their ABGC online profile
- » Keeping current with ABGC policy, rules and regulations

What is Active Candidate Status (ACS)?

ACS signifies an individual has been approved by ABGC to take the ABGC Certification Examination in a specific time frame. ACS is only granted in certain applicant categories. Requests for ACS verification will be processed by the ABGC Executive Office once a completed application is received and processed through PSI, ABGC's testing partner. If an individual who has ACS does not successfully complete the certification within the timeframe they have been granted ACS and wishes to schedule another appointment, they must reapply through PSI and pay the examination fee.

Individuals in an applicant category for which the ACS designation is not awarded may not use the ACS designation for any purpose at any time.

Why Are There Different Examination Categories?

The ABGC strives to keep pace with the evolution of the profession while ensuring the public has access to competent genetic counseling services. This may necessitate the creation of new, sometimes time-limited, categories and gradual discontinuation of others. The prevalence of licensure, for example, was a driving force for some changes.

General Information

The ABGC Certification Examination consists of 200 multiple-choice questions (170 scored items; 30 pre-test items). A candidate has four (4) hours to complete the examination. The candidate 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 are derived from the most recent version of the Content Outline, which is based on the results of the Practice Analysis conducted by ABGC. The most recent version of the Content Outline may be accessed on the ABGC website.

Examination Categories

The examination categories listed below recognize that there are variations in the certification history of our candidates. They take into account a variety of factors such as whether the examination is being taken for initial certification or recertification, graduation date, and whether this is the first attempt or a repeat attempt. Review of the categories below will help a candidate determine, which, if any, are applicable to them. The majority of candidates will fall into either category 1 or 2.

If a candidate has any questions about the examination categories or has difficulty determining eligibility for a category, please contact the ABGC Executive Office at [312-321-6879](tel:312-321-6879) or info@abgc.net.

Examinees who graduated from a training program accredited by ACGC may apply for eligibility to take the exam in Categories 1-3

Category 1: ACS-Eligible First Time Examinees

Category 2: ACS-Eligible Repeat Examinees

Graduates of a training program accredited by ACGC are eligible for Active Candidate Status (ACS) for five (5) years from the date of graduation (e.g., eligibility period would be 6/1/2020 – 6/1/2025 with 6/1/2020 being date of graduation.) ACS expires when the applicant successfully completes the examination or exactly five years from the date of graduation, whichever comes first. Candidates are responsible for being aware of when ACS expires and being prepared to apply for examination administration prior to that date.

Candidates applying for the ABGC examination via Category 1 must pay the fee, submit an official transcript from an accredited genetic counseling education program, and ensure their program director verifies training through the PSI portal. Official transcripts can be sent directly from the school to PSI or submitted by the student as a PDF document uploaded at the time of application. Official transcripts must state the degree and date the degree was conferred. Please be aware that transcript requests often take an educational institution several weeks to process. Request transcripts as soon as possible so they are received by PSI well before the application deadline. Unofficial transcripts will not be accepted. ABGC examination cannot be scheduled without a complete application.

Category 3: Non-ACS Attempt Examinees

Candidates that do not obtain certification within the first five years of graduation from an accredited program remain eligible to sit for the examination. However, candidates will not be granted ACS for any examination attempt in Category 3.

Former ABGC Diplomates Whose Time-limited Certification Has Lapsed

Former ABGC Diplomates whose time-limited certification has lapsed may become certified again by attempting the examination. Candidates who qualify under this category are not eligible for ACS.

ABGC Diplomates Who Choose Recertification by Examination

A Diplomate may sit for the ABGC Certification Examination during the last year of their current recertification cycle. A Diplomate must pass the examination to achieve recertification.

Failure to obtain recertification by the deadline will result in expiration of ABGC time-limited certification and loss of credential.

Examination Categories *cont.*

Category 4 : Internationally Trained Genetic Counselors Who May Be Eligible for the Examination

Internationally trained Genetic Counselors who hold a current registration/certification from an international body and who have earned a master's degree from a genetic counseling program that has achieved accreditation/ recognition from an ABGC recognized accrediting body may be eligible to apply for the examination. All applicants from countries in which the official language is not English are required to submit official evidence of English language proficiency. Applicants must achieve a minimum online TOEFL score of 94, including at least 26 on the speaking portion and 24 on the written portion.

Applicants who are determined eligible through this pathway will have three attempts within five years from the date of ABGC recognition of the accrediting body or the date of individual registration/certification, whichever is more recent.

Individuals applying under the International Pathway must submit the following documentation to the ABGC

Executive Office for review:

- » TOEFL score (if required)
- » Documentation from the certifying/registration body indicating when the individual was initially certified or registered, including expiration or renewal date
- » Official transcript of master's degree in genetic counseling listing the date the degree is conferred – transcripts not in English must be accompanied by an English translation; if the academic records do not include official evidence of the award of the degree, applicants must also submit additional documents that verify the degree conferral

ABGC encourages all applicants to contact state licensure boards regarding eligibility to qualify for a license to practice in the state in which they would like to work. ABGC is not responsible for, nor has any authority over, state requirements.

Non Discrimination Policy

ABGC endorses the principle of equal opportunity and nondiscrimination in its certification program and prohibits discrimination against its applicants, candidates, certified persons, staff, and volunteers. Certification is offered to all eligible persons regardless of age, gender, religion, national origin, marital status, sexual orientation or disability, or any other category protected by federal or state law. ABGC attempts to ensure fair and equitable treatment of all candidates throughout all phases of the certification process. All ABGC decisions related to certification (including granting, suspending, and withdrawing) are made impartially and free from discriminatory judgments.

Impartiality Statement

The ABGC management and its employees, volunteers, and contractors understand the importance of impartiality and the consideration of any potential conflicts of interest in carrying out its certification activities. ABGC shall manage conflicts of interest and ensure the objectivity of its certification activities. ABGC shall act impartially in relation to its applicants, candidates, and certified persons. Decisions on certification programs shall be made in accordance with established policies and procedures. Certification of individuals is based on objective evidence obtained by ABGC through a fair, valid, and reliable assessment process which is not influenced by other interests or parties. ABGC is committed to identifying and assessing risks in all related certification activities which may result in a conflict of interest or pose a threat to impartiality.

Examination Dates

The examination windows begin on the first business day and close on the last business day of February and the first business day and close on the last business day of August. Approved candidates will be eligible to test during the eligibility time frame that was provided to the candidates in their initial acceptance email from PSI.

Application Deadline

Applications must be completed at www.goAMP.com on or before **January 17 for the February exam** window.

Applications must be completed at www.goAMP.com on or before **July 17 for the August exam** window. Faxed or mailed applications are not accepted.

Payment may be made online by credit card (VISA, MasterCard, Discover or American Express). Credit card transactions that are declined will be subject to a \$25 handling fee. A certified check or money order for the amount due, including the handling fee, must be sent to ABGC to cover declined credit card transactions. PSI is the examination services provider for ABGC. PSI coordinates the certification application and administration processes.

Refer to the Documentation Checklist included in this ABGC Information Bulletin to ensure all application materials are submitted.

Test Center Locations

The examination will be administered at PSI computer-based Test Centers around the world. PSI Test Center locations, including detailed maps and directions, are available online at: www.goAMP.com. Specific address information will be provided when you schedule an examination appointment. Neither ABGC nor PSI can guarantee examination appointment availability at Test Centers of the candidate's choice.

Scheduling An Examination

The examination is administered at Test Centers by appointment only Monday through Saturday. Appointment starting times may vary by location. Exam appointments for Live Remote Online Proctoring are available seven days a week. Individuals are scheduled on a first-come, first-served basis. Individuals may schedule an examination appointment after receiving a confirmation notice of approval of the application from PSI.

Candidates are encouraged to schedule the examination appointment as soon as possible. This ensures the best choice of Test Center locations and testing dates. For more information on when a candidate can change an examination appointment, please see the Examination Appointment Changes section in this Bulletin.

Be prepared to provide a desired date and location for testing. A candidate will also need to provide their candidate ID number from PSI's eligibility confirmation email as the unique identification number.

There are two ways to schedule an examination appointment:

- 1. PREFERRED OPTION** - Online Scheduling: Go to www.goAMP.com at any time and select "Begin Scheduling." Follow the instructions to choose the examination program, American Board of Genetic Counseling (ABGC). You will be prompted to schedule an examination appointment at a Test Center or schedule a Remote Online Proctored Exam. ;OR
- 2. Telephone Scheduling:** Call PSI at **833-333-4755** 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.

When the appointment is made, a candidate will be given a time to report to the Test Center. The candidate will only be allowed to take the examination during the scheduled appointment. Unscheduled candidates (walk-ins) will not be admitted to the Test Center.

Candidates who wish to schedule a Remote Online Proctored Exam **MUST FIRST CHECK THE COMPATIBILITY OF THE COMPUTER** to include Audio/Video Check, Webcam Check and System Check. You must use Google Chrome Browser. Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine on which you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam at www.home.psiexams.com/static/#/bcheck.

Please visit www.goAMP.com to determine which national holidays could impact scheduling an examination.

Live Remote Online Proctoring

The National Commission on Certifying Agencies (NCCA) has approved ABGC to allow examinations to be administered by Live Remote Online Proctoring as well as in PSI testing centers. The Live Remote Online Proctoring delivery method administers exams to candidates using their own computer from their home. The candidate must have a computer with a web camera that can be moved to display the entire room, a microphone, and an internet connection to download the PSI secure browser. A compatibility check of the computer's audio/video, webcam and system is required prior to scheduling.

Special Arrangements for Candidates with Disabilities

ABGC and PSI comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely due to that disability. PSI will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call PSI at **833-333-4755** to schedule their examination.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical, and/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 PSI at least 45 calendar days prior to the desired examination date by completing the Request for Special Examination Accommodations and Documentation of Disability-Related Needs forms. Please inform PSI of your need for special accommodations when scheduling your examination time.

Examination Appointment Changes

A candidate may reschedule an appointment for examination within the candidate's eligibility period at no charge once by calling PSI at **833-333-4755**, at least three business days prior to the scheduled testing appointment. (See Table 1.)

If a candidate fails to reschedule the examination appointment within the eligibility period, and does not appear for the appointment, nor officially withdraws from the examination, the candidate forfeits their exam fee. To sit for the next available ABGC Certification Examination, an individual must meet all published eligibility requirements and submit all required materials and fees for that examination cycle.

If the examination is scheduled on	A candidate must contact PSI by 3:00 p.m. CT to reschedule the examination by the previous
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/Saturday	Tuesday

Refund Policy

Refunds are only available to those who formally withdraw in writing at least five (5) business days prior to their scheduled examination appointment. In this instance, ABGC will refund the examination fee minus a \$500 processing fee. See more details below regarding withdrawal, failure to schedule, and failure to report.

Administrative Policies for Withdrawal From, Failure to Schedule or Failure to Report for an Examination Appointment

Withdrawal

To withdraw from an examination attempt, candidates must submit a formal written request to withdraw prior to the scheduled examination. If candidates withdraw at least five (5) days prior to the scheduled examination date, they will receive a refund minus a \$500 processing fee. No refund is available if candidates withdraw within five (5) days of the examination date. Contact the ABGC Executive Office for more information at [312-321-6879](tel:312-321-6879) or info@abgc.net.

Failure to Schedule or to Report for an Examination Appointment

If a candidate does not schedule an examination appointment in the eligibility period for which they were registered, or does not report for a scheduled appointment (and hasn't officially withdrawn) they forfeit the examination attempt and are ineligible for a refund. To sit for the next available ABGC Certification Examination, a candidate must meet all published eligibility requirements and submit all required materials and fees for the examination cycle for which they are applying.

Inclement Weather, Power Failure or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination.

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

If power to a Test 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 made prior to the interruption will not be retained. However, by using the double arrows (>>), an examinee can go through any unanswered questions. If after 30 minutes the issue is unresolved, you are able to leave the Test Center and contact PSI regarding the technical issue.

Testing At a PSI Test Center

On the day of the examination appointment, report to the Test Center no later than the scheduled testing time. Once the candidate arrives, look for the signs indicating PSI Test Center check-in. If arriving more than 15 minutes after the scheduled testing time, the candidate will not be admitted. To gain admission to the Test Center, the candidate must present two forms of identification. The primary form must be government issued, current, and include your photograph. No form of temporary identification will be accepted. The name on the identification must match the name under which the candidate is registered with ABGC. The candidate 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 and student ID cards are **NOT** acceptable as primary identification, but may be used as secondary identification if they include the candidate's name and signature. Misrepresenting identity or falsifying information to obtain admission to the Test Center may be grounds for discipline by the ABGC.

Security

ABGC and PSI administration and security standards are designed to ensure all candidates 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 cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession or use of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- » No calculators are permitted.
- » 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 Test Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room. Examinees will be provided a soft locker to store a wallet and/or keys with them in the testing room. The proctor will lock the soft locker prior to the candidate entering the testing room. The examinee 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
- » Wallets
- » Keys

Once the candidate has placed everything into the soft locker, they will be asked to pull their pockets to ensure they are empty. If personal items are brought that will not fit in the soft locker, the candidate will not be able to test. The site will not store any personal belongings.

If any personal items are observed or heard (e.g., cell phones, alarms) in the testing room after the examination is started, the candidate will be dismissed and the administration will be forfeited.

Examination Restrictions

- » Pencils will be provided during check-in.
- » The candidate 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. They must return the scratch paper to the supervisor at the completion of testing, or they 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 Test Center.
- » The examinee may take a break whenever they wish, but will not be allowed additional time to make up for time lost during breaks.

Testing By Live Remote Online Proctoring

Candidates may log in to their account up to 30 minutes prior to the scheduled start time, but will not be connected with a proctor until their exam time. By not starting your exam within 15 minutes after your scheduled appointment time, you forfeit your examination scheduling fee and appointment time. Candidates must reapply and pay the exam fee for any future appointments. Exam fees are non-refundable. If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support team at **(844) 267-1017**.

Identification

The candidate must present two forms of identification. The primary form must be government issued, current and include your photograph. No form of temporary identification will be accepted. The name on the identification must match the name under which the candidate is registered with ABGC.

Acceptable primary forms of identification include a current:

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

A military identification card is **NOT** acceptable for remote online proctored exams. Social Security cards, employment ID cards and student ID cards are NOT acceptable as primary identification, but may be used as secondary identification if they include the candidate's name and signature. Misrepresenting identity or falsifying information to the remote online proctor may be grounds for discipline by the ABGC.

Examination Restrictions

- » You are prohibited from reproducing, communicating or transmitting any test content in any form for any purpose. This behavior will result in the disqualification of examination results, will be reported to your Licensing Authority/ Sponsor and may lead to legal action.
- » With the exception of your testing machine, electronic devices and recording devices of any kind (including but not limited to cell phones, pagers, and cameras) are NOT permitted during the remote online proctored exam.
- » You may use pencil and one piece of scratch paper. You must show both the front and back of the paper to the camera before beginning the exam. The scratch paper must be torn up in front of the camera after the exam is completed.
- » No calculators are permitted.
- » No breaks are allowed. You may not exit the camera view during the examination. For candidates with approved special accommodations, this is subject to change with approval specifications.
- » No food or drink is allowed.

Misconduct

If a candidate engages in any of the following conduct during the examination they may be dismissed, the scores will not be reported and examination fees will not be refunded.

Examples of misconduct are when the examinee:

- » creates a disturbance, is abusive, or otherwise uncooperative;
- » displays and/or uses electronic communications equipment such as pagers, cellular/smart phones;
- » talks or participates in conversation with other examination candidates;
- » gives or receives help or is suspected of doing so;
- » leaves the Test Center or exits the camera view during the administration;
- » attempts to record examination questions;
- » attempts to take the examination for someone else;
- » is observed with personal belongings; or
- » is 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 the candidate to disciplinary action as well as legal sanctions.

Computer Login

After the candidate's identification has been confirmed, they will then be directed to a testing carrel or the remote online exam will be released. They will be instructed on-screen to enter their candidate ID number. The candidate's photograph, taken before beginning the examination, will remain on-screen throughout the examination session. This photograph will also print on the candidate's score report.

Practice Computer Testing Process

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

When the candidate is comfortable with the computer testing process, they may quit the practice session and begin the timed examination.

Timed Examination

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

The computer monitors the time a candidate spends on the examination. The examination will terminate if a candidate exceeds the time allowed. They may click on the Time box in the lower right portion of the screen to monitor their time.

Candidates may return to examination questions left unanswered if time allows during their examination session. Questions may also be bookmarked for later review by clicking in the radio button below the Bookmark Title. 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 Comment button to the left of the Time button. This opens a text 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, the candidate is asked to complete a short evaluation of the examination experience. The result will be provided on screen following the completion of the evaluation and an official score report will be sent to the email address provided during registration as a PDF after the examination session ends. The score report will show the score for the examination and a determination of the pass/fail status.

Scores Cancelled By ABGC or PSI

ABGC and PSI 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 reviewed. ABGC and PSI reserve the right to void or withhold examination results if, upon investigation, a 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. Diplomates have access to send Licensure Verification Letters from the ABGC Portal.

Duplicate Score Report

A candidate may purchase additional copies of the results at a cost of \$25 per copy. Requests must be submitted to PSI, in writing, within 12 months of the examination. The request must include name, candidate ID number, mailing address, telephone number and date of examination. Duplicate score reports will be mailed within approximately five business days after receipt of the request and fee. See Form, page 14.

Submit this information with the required fee payable to PSI Services Inc. in the form of a check, money order, or cashier's check.

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 that their approval to sit was declined.

No request for reconsideration of ABGC's decision regarding certification 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. Requests for review based on extraordinary circumstances must be received within thirty (30) days of the date of the examination.

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 ABGC Certification Examination consists of 200 multiple-choice items. Of this total, 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 are not 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 unclear or "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 answer 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 that answer.

Pass/Fail Score Determination

Your pass/fail result is based on your total score. Content area scores are provided to offer a general indication of your relative strengths and weaknesses in each content area. The examination is designed to provide a consistent and precise determination of your overall performance and is not designed to provide complete information regarding your performance in each content area. This information should only be used as feedback for your future educational needs.

The examination development process and scoring determination for the ABGC Certification Examination are extremely rigorous and follow industry standards. 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 www.abgc.net under the "Becoming Certified" tab.

ABGC uses a criterion-referenced methodology to score examinations, which is a certification examination industry standard. With this type of scoring methodology, there is no "curve." Candidates do not compete against one another. The "bar" for performance level is the same for each candidate – minimally competent practice. In 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.

Prior to the institution of instant scoring with the August 2013 examination administration, the Angoff scoring method was used to set the performance level required to pass the examination. This is the most common methodology for establishing passing scores for credentialing exams. This process was overseen by a psychometrician and was based on a combination of statistical analysis and the expert judgment of the Certification Exam Committee (CEC) to determine what constituted the minimum qualification to pass the exam. This performance level established using the Angoff method is retained with instant scoring through a statistical process known as equating.

As mentioned above, all items used to calculate a person's score on the examination have been previously used and, therefore, have known statistical performance characteristics. This information allows the CEC to develop new forms that are parallel to previous forms, with consistent levels of difficulty and score reliability. A psychometrician uses each item's statistical performance characteristics to project results on the new form, and an equitable passing score is determined. Because score equating occurs before the examination is administered, this procedure is characterized as pre-equating.

Equating controls for slight variations in difficulty can occur among multiple test forms and thus helps ensure that all candidates are held to the same standard (aka performance level). A great deal of time and effort is spent ensuring an exam's passing score is derived fairly for each examinee. Careful adherence to this process yields a rationally determined score that can be used with confidence to make pass/fail decisions.

In closing, the ABGC Certification Examination development process follows established psychometric principles and industry standards. The examination is constructed from items that are based on the actual practice of certified genetic counselors. Each item undergoes multiple reviews by certified genetic counselors and undergoes rigorous statistical analyses before it is used to determine a candidate's score. This elaborate process is designed to ensure that all candidates are treated fairly and that all pass/fail decisions are valid. In addition, the examination development 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.

ABGC Trademark Policy

The American Board of Genetic Counseling (ABGC) has the responsibility to protect its federal trademarks from infringement by unauthorized parties. The federal trademark registrations owned by the ABGC include its corporate logo and the designation CGC®. ABGC works with patent and trademark attorneys to ensure that only those who have passed the ABGC examination have the right to use the trademark designations, adding to the meaning and value of the CGC® designation. Certificants who meet ABGC's requirements for recertification are authorized to continue to use the credential. Individuals who allow their ABGC certification to expire may not use the CGC credential nor may they hold themselves out to be an ABGC certified genetic counselor.

»

Standard For the Designation of Certified Genetic Counselor (CGC)

ABGC is issuing guidance on how to list one's certification in response to requests from Diplomates and to allow our clients to clearly and quickly identify the individuals who have achieved certification. ABGC seeks to ensure the continued value and meaning of its registered certification mark.

Individuals who have successfully completed the ABGC certification examination may call themselves a Certified Genetic Counselor and are required to designate this certification as CGC unless otherwise mandated by state legislation. Any variation of the mark is a deviation from this standard.

ABGC values and supports the client and title protection provided by state licensure. Should you need to indicate certification and licensure in your signature, ABGC recommends that you do so as follows:

**New Diplomate, MS, CGC
Licensed, Certified Genetic Counselor**

Checklist of Documentation Needed to Apply for Each Category

Some Examination Categories require document uploads as part of the application process.

Please see below for a list of required documents.

Category 1:

Official transcript from an accredited genetic counseling education program. Transcripts can be sent directly from the school to PSI or submitted by the candidate as a PDF document uploaded at the time of application. Transcripts must state the degree and date degree was conferred.

Verification of training by the Director of the genetic counseling program from which the candidate graduated. This information will automatically be requested via PSI's Electronic Eligibility Database (EED) after the online application is completed.

For candidates who wish to be granted ACS when a degree has not yet been conferred, a letter from the Registrar/Dean stating the degree and date of conferral is required. This allows candidates to be granted ACS in order to apply for licensure. However, candidates will not be able to schedule a testing appointment until PSI receives the official final transcript stating the degree was conferred.

Category 2:

No required documents.

Category 3:

Category 3 candidates for whom their most recent examination attempt was more than 5 years ago must supply an official transcript with date and degree conferred and verification of training by the Program Director.

Recertification by Examination:

No required documents.

Lapsed Diplomate Recertification by Examination:

PSI will confirm previous certification status for lapsed Diplomates directly with ABGC.

Category 4:

International Pathway: Application materials must first be submitted to the ABGC Executive Office for review at info@abgc.net.

TOEFL score (if required).

Documentation from the certifying/registration body indicating when the individual was initially certified or registered, including expiration or renewal date.

Official transcript of master's degree in genetic counseling listing date degree conferred – transcripts not in English must be accompanied by an English translation; if the academic records do not include official evidence of the award of the degree, applicants must also submit additional documents that verify the degree conferral.

Duplicate Score Report Request Form

Directions: Use this form to request a duplicate score report. Requests must be submitted to ABGC Examination Services, 18000 W. 105th St., Olathe, KS 66061-7543., in writing, within 12 months of the examination. Complete all requested information. The form must include fee payment payable to PSI Services Inc. (check or money order only). Duplicate score reports will be mailed within approximately five (5) business days following receipt of the request and fee. Note: It is against PSI and ABGC policy to send score reports to anyone other than the candidate.

Date: _____

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

Maiden/Other Name: (if applicable?) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Candidate ID Number: _____

Date of Examination: _____ Daytime Phone: _____

Fee: **\$25 per report requested**. Number of copies requested: _____

Method of Payment: Check Money Order

Check #: _____

Total Fee: \$ _____

I hereby request that PSI send me a duplicate score report.

Signature: _____ Date: _____

Mail completed form to:

ABGC Examination Services, 330 N. Wabash, Suite 2000, Chicago, IL 60611

Request For Special Examination Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form, provide the Documentation of Disability-Related Needs on the next page, and submit both pages at least 45 days prior to your requested examination date. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Candidate ID # _____ Requested Test Center: _____

Name: _____
(Last, First, Middle Initial)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Telephone #: _____ Email Address: _____

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

Reader

Extended testing time (time and a half)

Reduced distraction environment

Please specify below if other special accommodations are needed.

Comments: _____

Please read and sign:

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

Signature: _____ Date: _____

Return this form to:

ABGC, 330 N. Wabash, Suite 2000, Chicago, IL 60611

If you have questions, call Candidate Services at 800-367-1565 ext. 6750.

Documentation of Disability-Related Needs

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that PSI is able to provide the required accommodations. Attach written documentation (a letter or accommodations report) from the medical health professional that is not older than when you entered your undergrad program.

Professional Documentation

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

My Professional Title

The candidate discussed with me the nature of the test 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 Request for Special Examination Accommodations form.

Description of Disability: _____

Signed: _____ Title: _____

Printed name: _____

Address: _____

Telephone number: _____ Email Address: _____

Date: _____ License# (if applicable): _____

Return this form to:

ABGC, 330 N. Wabash, Suite 2000 Chicago, IL 60611

If you have questions, call Candidate Services at 800-367-1565 ext. 6750.