

*Certified Genetic Counselor (CGC®)*

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# Candidate Guide

[www.abgc.net](http://www.abgc.net) | [info@abgc.net](mailto:info@abgc.net)

# Table of Contents

|                                                           |                                                                        |
|-----------------------------------------------------------|------------------------------------------------------------------------|
| 3   Introduction                                          | 7   Misconduct                                                         |
| 3   General Information                                   | 7   Copyrighted Examination Questions                                  |
| 3   Examination Categories                                | 7   Timed Examination                                                  |
| 5   Non Discrimination Policy                             | 8   Candidate Comments                                                 |
| 5   Impartiality Statement                                | 8   Following the Examination                                          |
| 5   Examination Dates                                     | 8   Scores Cancelled By ABGC or Prometric                              |
| 5   Application Deadline                                  | 8   Confidentiality                                                    |
| 5   Test Center Appointments                              | 8   Grievance Procedures                                               |
| 6   Remote Testing Appointments                           | 8   Strategies for Answering Questions                                 |
| 6   Special Arrangements for Candidates with Disabilities | 9   Pass/Fail Score Determination                                      |
| 6   Examination Appointment Changes                       | 9   ABGC Trademark Policy                                              |
| 6   Failure to Schedule or Report for an Exam Policy      | 10   Standard for the Designation of Certified Genetic Counselor (CGC) |
| 6   Inclement Weather, Power Failure or Emergency         | 10   Recertification Requirements & Responsibilities                   |
| 6   Refund Policy                                         | 11   Checklist of Application Documentation                            |
| 6   Security                                              | 12   Request for Special Examination Accommodations                    |
| 7   Personal Belongings                                   | 13   Documentation of Disability-Related Needs                         |
| 7   Examination Restrictions                              |                                                                        |

## 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](mailto:info@abgc.net).

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

## What is Certification?

Certification for genetic counselors demonstrates accountability to the public through the advanced training in medical genetics and counseling to guide and support patients. Additionally, the process of achieving and maintaining certification helps to ensure that the professional is continually improving and refining skills. The continuing education process improves responsibility, commitment and motivation to the profession.

The Certified Genetic Counselor (CGC®) credential is granted to individuals who pass the American Board of Genetic Counseling (ABGC) Certification Examination. The primary qualification to sit for the examination is a master's degree in genetic counseling from a program accredited by the Accreditation Council for Genetic Counseling (ACGC).

ABCGN employs a Prometric a testing company to assist with test development and statistical analysis which provides a reliable and valid examination.

## 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 can be processed directly through the application portal once a completed application has been approved by ABGC. 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 Prometric 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.

## 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** or [info@abgc.net](mailto:info@abgc.net).

## Why Are There Different Examination Categories?

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.

### 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 6/1/2023 – 6/1/2028 with 6/1/2023 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. Official transcripts must be sent directly from the school to ABGC Executive Office at [transcript@abgc.net](mailto:transcript@abgc.net). Official transcripts must state the degree and date the degree was conferred. Please be aware that transcript requests may take an educational institution several weeks to process. Request transcripts as soon as possible so they are received well before the application deadline. Unofficial transcripts will not be accepted. The ABGC Certification Examination cannot be scheduled without a complete application.

#### Category 3: Non-ACS Attempt Examinees

Candidates that do not obtain certification within 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.

### 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. Currently, ABGC only recognizes the international programs accredited through the Human Genetic Society of Australasia.

### Individuals applying under the International Pathway must submit the following documentation to the ABGC Executive Office for review:

- 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 day and close on the last day of February and the first day and close on the last 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 ABGC.

## Application Deadline

Applications must be completed at [abgc.learningbuilder.com](https://abgc.learningbuilder.com) on or **before January 17 for the February exam window**.

Applications must be completed at [abgc.learningbuilder.com](https://abgc.learningbuilder.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. Prometric is the examination services provider for ABGC. Prometric coordinates the certification application and administration processes.

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

## Testing Center Appointments

### What to Bring to the Testing Center

You will be required to present one valid, government-issued photo ID with a signature (e.g., driver's license or passport). If you are testing outside of your country of citizenship, you must present a valid passport. If you are testing within your country of citizenship, you must present either a valid passport, driver's license, national ID or military ID. The identification document must be in Latin characters and contain your photograph and signature. All other personal items must be locked in a locker for test security purposes, so please limit what you bring to the testing center.

### When to Arrive at the Testing Center

Plan to arrive 30 minutes before the scheduled appointment to allow time for check-in procedures. If you are late arriving, you will not be allowed to test and will forfeit your exam fee.

## Remote Testing Appointments

### Prepare Your Environment

You must remove all personal items from the testing area except the surface to place your computer with a camera and microphone, a chair, and the computer itself.

## When To Launch Your Exam

Be prepared to launch your remote exam 30 minutes before your scheduled appointment. This will allow time for your check-in procedures.

ABGC and Prometric highly recommend that candidates who choose remote proctoring review and complete the following:

- Review the **ProProctor User Guide (PDF)** in preparation for your exam.
- Watch Prometric's **"What to Expect?" video** and read **FAQs**.
- Carefully read the Remote Proctoring Regulations listed below and adjust your testing environment accordingly.
- PRIOR to your exam launch, install the ProProctor Application and perform a System Check.

## Special Arrangements for Candidates with Disabilities

ABGC and Prometric 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. Prometric will provide reasonable accommodations for candidates with disabilities. Accommodations paperwork and deadlines can be found on page 12 and 13 of this guide and must be included in your application.

## Examination Appointment Changes

If you wish to change your exam date or time, there is a \$35 fee to reschedule or cancel an appointment between 5 and 29 days prior to your appointment. There is a \$100 fee to reschedule or cancel an appointment less than 5 days prior to your appointment. There is no charge for changing an appointment if the change is made at least 30 days prior to your appointment. If you wish to rollover your exam to the next exam window, you can do so in your application portal. An additional fee is associated with rolling over.

## 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, Prometric will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination.

## Refund Policy

CGC candidates may request a refund if the following requirements listed below have been met:

- Original payment must show as settled/paid through ABGC payment system.
- Candidates must submit an email request to [info@abgc.net](mailto:info@abgc.net).
- If an exam appointment has been scheduled, it must be cancelled prior to request approval. Cancellation fees will apply as per Test Vendor Policies.
- Candidates are not eligible for a refund if they are a no show for their exam appointment.

Once approved, the exam fee will be refunded minus a \$125.00 processing fee. All refunds will be processed through the original form of payment.

## Security

ABGC and Prometric 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. For more information, visit Prometric's website.

### 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.

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 booklet (two pieces) of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. In order to receive another booklet, the candidate must return their first booklet to the test center staff. There is no restriction in policy regarding the number of times a candidate can exchange their booklet. Finally, the candidate must return all 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.

## 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.

## 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 Prometric

ABGC and Prometric 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 Prometric 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](http://www.abgc.net). Diplomates have access to send Licensure Verification Letters from the ABGC Portal.

## 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](http://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.

The Angoff scoring method is 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. Only during the Job Analysis period, which happens every 5 years, will there be one exam window that does not offer immediate scoring.

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**

## Recertification Requirements & Responsibilities

ABGC recertification shows a commitment to lifelong learning and helps ensure that knowledge and skills are maintained in a rapidly evolving field. Recertification is becoming more significant for licensing, professional advancement, and employment opportunities. Once certification has been achieved, diplomates will have 5 year window beginning January 1st of the next calendar year through December 31st of the 5th year. For example: If you pass your CGC exam on August 5, 2023, your recertification cycle will begin on January 1, 2024 and end on December 31, 2029.

It is the Diplomate's responsibility to apply for recertification prior to the expiration date of their current certification. A renewal notification will be emailed to each Diplomate's current email address 1 year prior to the current certification expiration date. 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
- Updating the contact information on their ABGC online profile
- Keeping current with ABGC policy, rules and regulations

# 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. Official transcripts must be sent directly from the school to ABGC Executive Office at [transcript@abgc.net](mailto:transcript@abgc.net). Transcripts must state the degree and date degree was conferred.

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 Prometric 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:**

Prometric 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](mailto:info@abgc.net).

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.

# 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 with your CGC exam application, and MUST be submitted before scheduling your exam. 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

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 Prometric staff my records and history as they relate to the requested accommodation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form will need to be uploaded to your exam application for review and approval.*

*If you have questions, email [info@abgc.net](mailto:info@abgc.net).*

# Documentation of Disability-Related Needs

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that Prometric 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  
*Candidate Name*

as a \_\_\_\_\_.  
*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): \_\_\_\_\_

*This form will need to be uploaded to your exam application for review and approval.*

*If you have questions, email [info@abgc.net](mailto:info@abgc.net).*