



CERTIFIED AIR BARRIER SPECIALIST CERTIFICATION HANDBOOK

Quality Assurance Program - ABAA

Disclaimer

The Air Barrier Association of America (ABAA) has and will continue to make all the latest versions of all documents pertinent to the certification scheme posted on the ABAA website (www.airbarrier.org). The document posted at any point in time will be considered the official version. It is the individual person's responsibility to check the ABAA website when they are considering certification and to obtain the official version of any documents.

This handbook contains information and current policies on how to become and continue to be a Certified Air Barrier Specialist (CABS). Information in this version of the handbook supersedes information contained in any previously versions.

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This booklet may **not** be brought into the certification examination room.

Eligibility standards, exam content, exam standards, fees, and guidelines are subject to change.

Please contact ABAA at 866-956-5888 for updates.

Developed by Building Professionals Quality Institute Inc.

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1.0 About the Air Barrier Association of America (ABAA)

The Air Barrier Association of America, Inc. was founded in 2001 as a response to air barriers being referenced in the Commonwealth of Massachusetts building code. It was identified at that time that there were few installers who understood how to properly install an air barrier system in a building. There were no standards, specifications, guidelines, training courses, or any other materials in the United States that focused on or could be used for installing air barrier systems.

2.0 ABAA Vision

We do air barriers right for energy efficiency, better buildings, and healthier communities.

3.0 ABAA Mission Statement

To work together with our membership, industry and trade to be the recognized voice for air barrier knowledge **and quality assurance**.

4.0 Terms and Definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 17024 and the following apply.

4.1

appeal

request by *applicant, candidate* or certified person for reconsideration of any decision made by the certification body related to her/his desired certification status

4.2

applicant

person who has applied to be admitted into the *certification process*

4.3

assessment

process that evaluates a person's fulfillment of the requirements of the *certification scheme*

4.4

candidate applicant

person who has fulfilled specified prerequisites and has been admitted to the *certification process*

4.5

certificate

document issued by a certification body under the provisions of ISO 17024, indicating that the named person has fulfilled the *certification requirements*

4.6

certification process

activities by which a certification body determines that a person fulfills *certification requirements*, including application, assessment, decision on certification, recertification and use of *certificates* and logos/marks

4.7

certification requirements

set of specified requirements, including requirements of the scheme to be fulfilled in order to establish or maintain certification

4.8

certification scheme competence

requirements related to specific occupational or skilled categories of persons

4.9

competence

ability to apply knowledge, skills and abilities to achieve intended results

4.10

complaint

expression of dissatisfaction, other than *appeal*, by any individual or organization to a certification body, relating to the activities of that body or a certified person, where a response is expected

NOTE: Adapted from ISO/IEC 17024:2004, definition 6.5.

4.11

examiner

person competent to conduct and score an *examination*, where the examination requires professional judgment

4.12

examination

mechanism that is part of the *assessment* which measures a *candidate's competence* by one or more means, such as written, oral, practical and observational, as defined in the *certification scheme*

4.13

fairness

equal opportunity for success provided to each *candidate* in the *certification process*

4.14

impartiality

presence of objectivity

NOTE 1: Objectivity means that conflicts of interest do not exist, or are resolved, so as not to adversely influence subsequent activities of the certification body.

NOTE 2: Other terms that are useful in conveying the element of impartiality are: independence, freedom from conflict of interests, freedom from bias, lack of prejudice, neutrality, fairness, open-mindedness, even-handedness, detachment, and balance.

4.15

interested party

individual, group or organization affected by the performance of a certified person or the certification body

EXAMPLES: Certified person; user of the services of the certified person; employer of the certified person; consumer; governmental authority.

4.16

invigilator

person authorized by the certification body who administers or supervises an *examination*, but does not evaluate the *competence* of the *candidate*

NOTE: Other terms for invigilator are proctor, test administrator, supervisor.

4.17

personnel

individuals, internal or external, of the certification body carrying out activities for the certification body

NOTE: These include committee members and volunteers.

4.18

qualification

demonstrated education, training and/or work experience

4.19

reliability

indicator of the extent to which *examination* scores are consistent across different examination times and locations, different examination forms and different *examiners*

4.20

scheme owner

organization responsible for developing and maintaining a *certification scheme*

4.21

surveillance

periodic monitoring, during the periods of certification, of a certified person's performance to ensure continued compliance with the certification scheme

4.22

validity

evidence that the *assessment* measures what it is intended to measure, as defined by the *certification scheme*

NOTE: validity is also used in its adjective form "valid".

5.0 Quality Assurance Program

The Quality Assurance Program (QAP) used by ABAA has been developed to identify specific responsibilities of the manufacturer, the air barrier trade contractor, the individual installers and project site auditors to ensure that the material and the installation produces a functional and reliable air barrier system for the building.

The QAP manual outlines the requirements and obligations for each of the parties and includes an independent audit process to ensure that all of the requirements are being met.

QAP Key Components

5.1

Research & development

R & D is carried out on a continual basis by air barrier manufacturers, ABAA and the industry in general. The QAP identifies the issues that need to be addressed through research.

Test methods that are required for the material specifications are identified. First existing tests methods are used and where no appropriate test methods are available, new test methods are developed when required.

5.2

Standards & specifications

ABAA identifies existing relevant standards for use and develops new industry standards for use by the industry. These industry standards are then proposed to become Regional Standards. ABAA works to have a specific material specification where test methods and performance requirements are identified and then ABAA a material to meet those requirements to be listed as an evaluated material. A model master project specification is developed in the standard three-part format for each of the material specifications.

5.3

Material evaluations & listing

Materials, accessories and assemblies are evaluated against ABAA established criteria and where the material meets the established requirements, the manufacturer is licensed to use the ABAA mark and the material is listed on the ABAA website.

5.4

Contractor accreditation

The air barrier trade contractor is accredited based upon the ability to be compliant with all administrative procedures and processes required by QAP, uses trained and certified

installers. They are then licensed to use the ABAA mark.

5.5

Installer certification

Individuals who have obtained the knowledge, skills and abilities required for the installation of specific air barrier categories through training and hands on experience, undertake a certification process in accordance with ISO 17024. *General requirements for the certification of personnel* whereby their knowledge, skills and abilities of critical tasks is confirmed against installation standards and manufacturers' instructions.

5.6

Documentation

The installer and trade contractor are required to document the installation process on each project to confirm that the project requirements as they relate to the air barrier installation and ABAA's requirements have been met.

5.7

Site Audits

Each project will have at least one site audit conducted and larger projects will have additional audits in accordance with the frequency outlined in the QAP. Site audits are conducted in accordance with ISO 17020 *General criteria for the*

operations of individuals performing inspection. Where the owner/owner's representative has declared that ABAA site audits are not required for a specific project, the ABAA Accredited Contractor is still obligated to meet all the ABAA requirements for the installation of the air barrier system and for paying the industry development fee.

5.8

Conflict resolution

The QAP is a risk management program and therefore conflict resolution is an integral part used to provide a fair and reasonable means of assessing and allocating responsibility. The process includes an appeal process. The QAP process works to resolve issues before they become legal disputes.

5.9

Database

Results of site audits and other documentation will be tracked to assist all parties in the continual improvement process.

5.10

Continuous improvement

The QAP is a living program which utilizes feedback and input from its users for continual improvement of the program.

6.0 Air Barrier Specialist Certification Scheme

6.1

Overview

This certification for an *Air Barrier Specialist* is designed for those involved in the sales of air barrier materials and/or providing guidance on the application of air barrier materials and/or the installation of an air barrier system in a building. The air barrier system applications include residential, commercial and institutional buildings and covers both new construction and the retrofit of existing buildings.

The objective of the *Air Barrier Specialist* certification scheme is to ensure that a person has the knowledge and skills to provide proper information to the owner, the design professional, the trade contractor, and the installer on the selection of air barrier materials and accessories for a specific application, that proper installation instructions on the materials chosen are provided to all parties, and that drawings and specifications related to an air barrier system can be read and interpreted.

An additional objective of the *Air Barrier Specialist* certification is for the air barrier industry to provide a consistent message on the requirements for air barrier systems.

The *Air Barrier Specialist* shall have appropriate knowledge of the QAP used by ABAA.

6.2

Certified person's responsibilities

An *Air Barrier Specialist* is an individual who has direct advisory contact with owners, design professionals, contractors, installers, inspectors/auditors or any other person who is looking for guidance on air barrier materials or on the installation of air barriers or on air barrier systems. These individuals include sales representatives, technical representatives, architects, specifiers, consultants or other appropriate individuals.

For an individual to become a *Certified Air Barrier Specialist*, the person will need to have a combination of experience in the industry and have successfully completed a written exam to confirm their knowledge and skills.

The *Certified Air Barrier Specialist* performs services such as offering technical advice and support to the design professional, the air barrier contractor and others with regard to material use, installation requirements and application requirements, use of equipment and other related criteria.

6.3

Pre-qualifications

The individual shall have a minimum of two years' experience in the industry or shall have attended the following training sessions / workshops approved by ABAA;

- a. Building science
- b. Air barrier design
- c. Drawings and details
- c. Installation of all air barrier categories

6.4

Inspection and testing of air barrier materials, accessories, assemblies and systems

The individual shall provide on the registration form, a listing of their experience or the educational sessions they have attended.

6.5

Job task listing

The written exam is based on a Job Task Analysis of the air barrier industry. The critical tasks performed by individual consist of:

- a. Manufacturer's corporate responsibility
 - i. Knowledge and understanding of the administrative obligations of the QAP.
 - ii. Familiarity with the QAP Manual.
- b. Building science
 - i. Heat flow
 - ii. Moisture flow
 - iii. Air flow
 - iv. Combining all the above
- c. Materials, accessories and components
 - i. Installation of components in proper sequence and in compliance with manufacturer's instructions and technical bulletins
- d. Air barrier details
 - i. Manufacturer's basic details for air barriers
 - ii. Locating air barrier details on drawings

- e. Air barrier design
 - i. Basic air barrier design
 - ii. Identifying critical air barrier system requirements

- f. Project specifications
 - i. Comprehend project specification requirements
 - ii. Explain hierarchy of contract documents

- g. Building codes
 - i. IECC 2018
 - ii. IBC 2018
 - iii. IRC 2018

- h. Regional standards
 - i. ASTM E2178
 - ii. ASTM E2357
 - iii. ASTM E 779 & E 1827
 - iv. Material property test methods
 - v. Material specifications

- i. Industry standards
 - i. ABAA 0001
ABAA Standard Method for Building Enclosure Airtightness Compliance Testing
<https://www.airbarrier.org/technical-information/whole-building-air-tightness-testing-2/>
 - ii. ABAA 0002
ABAA Standard Test Method for Pull-Off Strength of Adhered Air and Water Resistive Barriers Using an Adhesion Tester
<https://www.airbarrier.org/technical-information/abaa-articles-standards/>
 - iii. ABAA 0003
ABAA Standard Specification for Light Density Open Cell Spray Polyurethane Foam
<http://www.airbarrier.org/join-abaa/material-evaluation-2/>
 - iv. ABAA 0004
Standard Test Method for Determining Gap Bridging Ability of Air Barrier Materials
<https://www.airbarrier.org/technical-information/abaa-articles-standards/>

- j. ABAA material listing requirements
 - i. Basic requirements
 - ii. Requirements by material type

- k. Construction site requirements
 - i. Safety and health
 - ii. Communication

- l. Installation requirements
 - i. Assessment of environmental conditions
 - ii. Assessment of work for compliance to project contract documents
 - iii. Key installation issues
 - iv. Repairs of deficiencies

- m. **Contract Documents**
 - i. General conditions
 - ii. ABAA model three-part project specifications for various air barrier assemblies
 - iii. Contract requirements

- n. On site testing of air barriers
 - i. Visual inspection
 - ii. Adhesion / cohesion testing
 - iii. Pull adhesion
 - iv. Density tests
 - v. Air leakage tests

- o. Air barrier project audits
 - i. Audit requirements
 - ii. Audit reporting
 - iii. Correction methods

- p. Commissioning the air barrier system
 - i. Test methods for air leakage of whole buildings
 - ii. Air leakage performance requirements

- q. Correcting air leakage paths
 - i. Identifying the air leakage of a whole building
 - ii. Identifying air leakage by zone
 - iii. Finding specific air leakage paths

6.6

Important & Critical Tasks Performed

The critical tasks that are required to be performed have been determined and a level of importance have been given to each of the overall tasks.

Knowledge and Skill Area	Weighting
Manufacturer's corporate responsibility	2%
Building science	15%
Air barrier materials, accessories, components and assemblies	10%
Air barrier details	5%
Air barrier design	10%
Project specifications	10%
Building codes	2%
Regional and industry standards	3%
ABAA material listing requirements	10%
Construction site requirements	5%
Air barrier installation requirements	5%
Contract documents	5%
On site testing	10%
Air barrier project audits	3%
Commissioning the air barrier system	2%
Correcting air leakage paths	3%

7.0 Certification process

7.1

Before Registration

Step 1 - Ensure you have the latest version of this Handbook by downloading the handbook from the ABAA website (www.airbarrier.org), by calling ABAA at 866-956-5888 or emailing the ABAA office at abaa@airbarrier.org.

Step 2 - Read all information contained in the handbook in its entirety.

Step 3 - Refer to the outline to be sure that you understand and can perform the critical tasks required of *Air Barrier Specialist*.

Step 4 - Obtain any reference materials required for the examination and study these references well in advance of taking the examination.

7.2

Registration

Once you have made your decision that you want to be certified as an *Air Barrier Specialist*, you need to complete the registration form (Annex A). The form needs to be fully completed before the certification process is started. The form is included in this manual but also can be downloaded separately from the www.airbarrier.org website.

There is a one-time only **\$250 registration fee**. Once you have registered, this fee covers any other ABAA certifications that you may wish to obtain. You may pay the fee on-line, by credit card or by check.

7.3

Certification agreement

When you download the registration form, also download your certification agreement (Annex B). This agreement provides the requirements for your certification.

Read the agreement carefully and if you agree with all the requirements, sign the agreement and include it in the package that you return.

ABAA accepts the signed agreements either by hard copy mailed, by fax or by electronic scanning.

Please mail, fax or scan the entire agreement rather than just the signature page.

7.4

Digital color photo

A digital photograph is required for your certification card. Provide a head shot from the shoulders up, use clear lighting, with no obstructions to the face, and in front of a plain background (i.e. passport style photo).

7.5

Electronic exam

The exam is delivered on-line and is proctored. You need to obtain a code from the ABAA office.

Please contact the ABAA office by:

Email: abaa@airbarrier.org

Phone: 866-956-5888

Fax: 866-956-5819

The **exam fee is \$250 (\$350 non-member fee)** is paid along with the registration fee (if you have not already been registered) before a code will be provided to you. Examination fees cover the costs of staffing, examination development, review, production, and scoring.

The examination is delivered in English only. Other languages will be developed in the near future.

Any individual wishing to have the exam administered orally is required to arrange this with ABAA in advance.

The exam is constructed in a multiple-choice format. Each question will have 4 choices where one answer shall be true and 3 answers shall be false. A question may include a graphic illustration or a detail.

The questions have been developed at a Grade 12 English language level.

Each of the subject areas will include a minimum of five (5) questions and a maximum of thirty (30) questions.

The number of questions for each subject will be based upon the criteria established for the certification. An exam shall not have more than two hundred (200) questions.

The time allowed to take the exam shall be three (3) hours.

The passing mark for the examination is eighty percent (80%).

The exam shall be administered via a website. The web-based program shall determine whether the answers are correct or not and you will be advised whether you have passed or not at the end of the exam.

There is **no limit** to the number of times individuals may take the exam. To take the exam again, you will simply need to pay the exam fee to obtain a new code.

A bank of questions will be used for each of the exam sections. Each question will be assigned a unique number in the question bank. The exam questions will be rotated on a regular basis. Each section will have the questions changed and/or the answers rotated on a regular basis.

New questions developed for the exam shall be added to the question bank on a regular basis

7.6

Exam integrity

To ensure the integrity of the *Air Barrier Specialist* certification program, specific measures are enforced during the administration of the exam.

Exam questions and answers are the exclusive property of the ABAA certification program.

The examination and the items (questions and answers) are protected by copyright law. The exam may not be copied or reproduced in part or in whole, by any means whatsoever.

Any discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is prohibited.

As part of the process that is required before you take the exam, you accept a confidentiality statement, which prohibits any disclosure of the exam contents.

Failure to comply with the agreement will void your certification and you may be barred from taking the exam again.

Theft or attempted theft of exam items is punishable to the fullest extent of the law. Fraud, deceit, dishonesty, or other irregular behavior in connection with taking the exam is strictly prohibited. Irregular behavior includes, but is not limited to, copying or allowing the copying of examination content, failing to work independently, possessing unauthorized devices or source materials, surrogate testing or other dishonest conduct, disrupting other examinees, and possessing, reproducing, or disclosing exam questions, answers, or other information regarding the content of the examination.

Communication with other persons or with any outside source by way of telephone, personal computer, Internet, or any other means during the exam is prohibited.

7.7

Completing the certification process

Passing the *Air Barrier Specialist* exam is a distinguishing achievement. However, passing the exam does not indicate that you are now certified. To become ABAA certified, you need to:

1. Complete the registration form
2. Sign the certification agreement
3. Pay the registration fee (if not already registered with ABAA)
4. Complete all documentation
5. Provide a digital photo

Once you successfully pass the exam, completed all documentation, supplied the photo and paid the appropriate fees, you will receive a photo identification card. You may display your *Air Barrier Specialist* credentials by displaying either "CABS" on business cards or other such documents or showing your photo ID certification card.

7.8

Duplicate certificates

Certificates and photo-identification cards will be mailed directly from ABAA office approximately two weeks after the exam date. If a certificate or photo-identification card arrives damaged, with an incorrect name or spelling or, after three weeks after mailing, does not arrive at all, the certificate will be replaced free of charge. Please email at abaa@airbarrier.org or call ABAA at 866-956-5888.

In the event a certified individual loses the certificate, needs a replacement, or would like a duplicate certificate the certified individual should forward this request by email to ABAA.

There is **\$50 fee** for processing the replacement certificate and/or card. The fee is to be submitted with your request. Replacement certificates are processed monthly.

7.9

Preparing for the exam

Exam preparation: keys to success

a. Set a schedule

Set a timeline and clearly define a course of action for earning the *Air Barrier Specialist* certification.

b. Review the learning essentials

Be sure you understand the full outline of the *Critical Tasks Performed* and decide if you understand each of the critical tasks. Candidates for certification should take a close look at the recommended qualifications and review the content areas of the exam and the sample questions to determine whether or not they feel they are ready to take the exam. All individuals need to understand and be familiar with the requirements, submittals, technologies and strategies before taking the written examination.

Written examination sample questions:

- 1) A Nano gram is:
 - a. One billionth of a gram.
 - b. A unit of measure for ultraviolet light.
 - c. Equivalent to the weight of a single drop of water at 37.5 degrees Celsius (37.5°C).
 - d. Equivalent to the amount of moisture vapor contained in one cubic meter of air at a temperature of 37.5 degrees Celsius (37.5°C).

2) R value is:

- e. A term predominantly used in the building industry to describe the insulation properties of certain building insulation materials.
- f. Is limited to situations where thermal insulation is achieved by retarding the flow of heat through the material itself.
- g. The reciprocal of its apparent thermal conductivity multiplied by the material thickness.
- h. All of the above.

3) Expansion joints are required:

- a. In a building assembly where movement of material is expected
- b. At locations where dissimilar substrates meet
- c. At deflection tracks in steel stud construction
- d. Between pre-cast panels

c. Air barrier specialist review program

ABAA offers a one-day review program that allow you to learn from expert instructors and exchange ideas and information with your peers.

While attendance at an *Air Barrier Specialist* review can be helpful, this does not guarantee a passing score

on the exam and the program is not a review of the questions that are on the exam. It can help you to learn more about the fundamentals air barriers.

d. Reference materials

Technical information on the ABAA website will assist the candidate in preparing for the exam.

8.0 Withdrawal of certification

Should the *Certified Air Barrier Specialist* not maintain or not continue to prove his competence to the satisfaction of the certification program, the certification shall be withdrawn. In the event the certification is to be withdrawn, the certification manager shall review the individual's record and provide a written statement on steps that are required in order for the certification to be reinstated.

Reasons for withdrawal of an individual certification include, but are not limited to:

1. Failing an exam
2. Failure to meet requirements of the Code of Conduct
3. Misuse of the certification

9.0 Recertification Requirements

The *Air Barrier Specialist* shall be required to renew their certification card every two years and to be recertified every six years.

The **renewal** process shall include, but not limited to the following items:

- a. File review by ABAA
- b. Individual obtaining 5 continuing educational units

(CEUs) and providing proof (copy of the attendance certificate or other means acceptable to ABAA) that they were obtained during the two years before renewal.

- c. Pay the **\$250 renewal fee (\$350 non-member fee)**

The **recertification** process shall include but will not be limited to the following items:

- a. File review by ABAA
- b. Individual obtaining 5 continuing education units (CEUs and providing proof (copy of the certificate or other means acceptable to ABAA) that they were obtained in the last two years before recertification.
- c. Successfully completing the current written examination instrument at the date of recertification.
- d. Pay a **recertification fee (renewal fee + exam fee)**

The recertification requirements for individuals shall be completed prior to re-issuance of the certification. For individuals that do not meet the recertification requirements, the certification shall be withdrawn immediately and they shall be notified.

10.0 Reinstatement of lapsed certification

If a certified individual neglects to renew his/her certification, the certification shall be considered lapsed. When this occurs, the individual shall stop using the certification or the certification mark and any references to being certified. A lapsed certification is a null and void certification.

Reinstatement of the individual's certification after it has lapsed is permitted by paying the outstanding certification fees from the time the certification lapsed and providing proof of the CEUs obtained. The lapsed certification can be brought up to date until the six-year re-certification period.

After the six-year re-certification period, the certification shall be deemed to be withdrawn. If the individual wants to be certified again, they would follow all the steps as any new person wishing to obtain certification.

11.0 Complaint resolution

Following completion of the exam, individuals may submit in writing, comments on any question(s) they believe contain errors. The certification program will not respond to complaints received more than ten (10) days following your exam date and will not

respond to complaints sent to any other address than that of the certification program.

In your correspondence, include your contact information, exam date, as well as the specific concerns about the question. You are not allowed to copy the question before leaving the exam location and are not expected to recreate the entire question in your correspondence.

ABAA will review the question reviewed and you will be notified of the findings. Because of the need for exam security, ABAA will not release exam questions or answers to individuals.

Any complaints on the certification process shall be submitted in writing. Such complaints need to be regarding non-compliance with the certification program as outlined in this handbook. Complaints about issues outside the certification procedures or the exam will not be addressed or responded to.

When a complaint is received, the certification manager shall review the complaint, gather the facts on the complaint and try to resolve the complaint.

A written response shall be provided to all properly filed complaints. Should an individual disagree with the written response by the certification manager, the individual has the right to

request a review. This request must be done in writing. The certification manager will provide all documents on the complaint to the certification management board for a review and a decision.

If the individual does not agree with the certification management board's decision on the complaint, a request in writing can be made to have the complaint reviewed by an independent commissioner. A deposit of \$2,000 shall be provided by the individual for the independent commissioner's hearing. Should the independent commissioner rule in favor of the individual, the \$2,000 deposit shall be returned; however, if the independent commissioner does not rule in favor of the individual, then the \$2,000 shall be kept by the certification organization to offset the costs of the hearing.

The individual also has the right to lodge a complaint with the certification accreditation organization. The complaint can only deal with a failure to follow this certification handbook.

Send your correspondence via email abaa@airbarrier.org or via mail to:

Air Barrier Association of America
1600 Boston-Providence Hwy
Walpole, MA 02081

12.0 Persons with disabilities

For any person who has a disability, please contact the ABAA office to determine the most efficient way for taking the exam.

13.0 Examination statistics

Official statistics regarding the certification examination, including all performance data, individual data, and demographic data shall be held confidential unless officially released by ABAA. Individual scores shall always remain confidential unless release to specific individuals or entities with written consent of the examinee. However, information on whether an individual is certified and the type of certification shall be made available upon request.

14.0 Individual confidentiality

ABAA recognises your rights to control personal information and as such will safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, examination scores are released only to you and authorized staff.

15.0 Hours of operation

The certification program office business hours are between **8:00 am and 5:00 pm CDT, Monday to Friday.**

16.0 Frequently Asked Questions

How do I get signed up to take the written exam?

For the most up to date information on registration and fees consult the ABAA website. The exam is available on-line.

Can I register for the exam over the phone?

No, you cannot register by telephone as you need to complete the certification registration form and pay the appropriate fees.

Where can I take the written exam?

This exam is done online and is proctored. There are three options to take the exam. Option one is to attend an ABAA training course or the ABAA conference to write it in person. Option two is to write it online, where it will be proctored via webcam. Option three is to attend an approved proctored facility. The exam will be done online at this location and the proctoring will be done by an ABAA approved individual. Contact ABAA for an approved facility.

There are varying prices depending on how and where the exam is taken. See exam order form.

Can I get my results over the phone?

The results are provided you immediately at the end of the exam session. They will not be provided over the phone.

When will I receive my certification?

When you have completed the appropriate forms, provided an electronic photo (head shot) and signed the certification agreement.

Does ABAA offer courses to assist in my learning?

Yes, please check the ABAA website for dates and locations.

Can I review my exam that I recently took?

No, once the exam is completed, it is no longer available to you.

How often can I take the written exam?

You may take the written exam as many times as needed until you pass the exam. However, you will be required to pay the exam fee every time you take the exam.

Can I get a confirmation of my results emailed to me?

Yes, your exam results will be emailed to you.

Are the examinations open book?

No, you are not allowed to have any other papers or books with you during the exam.

How long are the examinations?

The length of time is three hours.

What type of format will the examination questions be in?

Exam questions are in 4-option, multiple-choice format, with one answer on each question being correct and the other three answers being wrong. There are no long answer questions or true / false questions.

Should I guess if I don't know the answer to a question?

There is no penalty for guessing, and a not answered question is considered incorrect for the purposes of the test.

What is considered a passing score?

The passing mark for the examination is 80%.