

Scheduling Permit and Test Center Information

Your Scheduling Permit

A Scheduling Permit with on-line instructions and/or the phone number for making an appointment at a Prometric, Inc.® test center will be emailed to you by September 15th of the year of your exam. Please ensure that ABAM has a current email address as all communication will be electronic.

You must bring your Scheduling Permit and an unexpired, government-issued form of identification (such as a driver's license or passport) that includes both your photograph and signature to the testing center on your examination day. If your identification contains your photograph and not your signature, you can use another form of unexpired identification that contains your signature, such as an employee identification card or a credit card, to supplement your photo-bearing, government-issued identification. The first and last names on your identification must exactly match the names on your permit. The only acceptable difference would be the presence of a middle name, middle initial or suffix on one document and its absence on the other. Please contact the American Board of Addiction Medicine's Certification Department immediately at 301-656-3378. If the name on your permit is misspelled or differs from your name as it appears on your identification. Name changes or corrections cannot be made within 7 business days of your scheduled testing appointment.

Scheduling Your Test Date

You must have your Scheduling Permit before you contact Prometric to schedule a testing appointment. You should contact Prometric as soon as you receive the permit. Prometric schedules testing appointments on a first-come, first-served basis.

The sooner you schedule your appointment, the more likely you will receive your preferred test time and location.

When you call to schedule your examination appointment you will be asked to provide the program code, exam code and scheduling number which will be located in the box at the top of the permit. Prometric will provide you with the test center location and telephone number. Please call the test center for directions.

Confirm your testing center location one week before your appointment via Prometric's website or by contacting Prometric at the telephone number listed on your permit.

Scheduling Online

Once you receive your permit, go to www.prometric.com to schedule an appointment on line 24 hours – 7 days a week. Have your orange scheduling permit ready as you will need the information contained on it to schedule your testing appointment. In order to schedule online you must provide an e-mail address. Prometric will send you an e-mail confirming your appointment. If you do not have an e-mail address, please call the Prometric Contact Center at the telephone number noted on your scheduling permit.

Scheduling By Phone

Call Prometric to schedule an appointment by calling 877-291-4644. Hours of service are M-F 8am to 8pm EST. When you call to schedule your examination appointment you will be asked to provide the program code, exam code and scheduling number which will be located in the box at the top of the permit. Prometric will provide you with the test center location and telephone number. Please call the test center for directions.

Test Centers and Testing Conditions

Prometric provides computer-based testing services for academic assessment, professional licensure, and certification. Prometric testing centers are set up similarly. This not only helps enhance security, but also provides the same standards for comfort and uniformity for all examinees. Prometric testing centers provide the resources necessary for secure administration of the examination, including video and audio monitoring and recording, and use of digital cameras to record the identity of examinees.

Admission to the Test

You should arrive at the Prometric test center 30 minutes before your scheduled testing time on your testing date. If you arrive late, you may not be admitted. If you arrive more than 30 minutes after your scheduled testing time, you will not be admitted. On arrival, you are required to sign in on the test center log and to present your Scheduling Permit plus one form of unexpired, government-issued identification (such as a driver's license or passport) that includes both your photograph and signature, after which, a digital photograph will be taken. All of your personal belongings, food and beverages must be placed in a small, designated locker outside the testing room. Pagers and cellular telephones must be turned off before placing them in the locker.

Testing Regulations and Rules of Conduct

Test center staff monitors all testing sessions for the examination. You must follow instructions of test center staff throughout the examination. Failure to do so may result in a determination of irregular behavior. Test center staff are not authorized to answer questions from candidates regarding examination content, testing software, or scoring. If staff observes you violating test administration rules or engaging in other forms of irregular behavior during the examination, the center staff will not necessarily tell you of the observation at the time of the examination. You may not bring any personal belongings into the testing area.

Completing the Test

After you start taking an examination, the examination cannot be canceled or rescheduled unless a technical problem requires rescheduling. If a computer problem occurs during the test, you should notify test center staff immediately. In the rare event of a technical problem, testing software is designed to allow the test to restart at the point it was interrupted. In most cases, the test can be restarted at the point of interruption with no loss of testing time. However, it is possible that a technical problem may occur that requires the test to be rescheduled. In that event, you will be allowed to test at a later date at no additional cost.

Preparing for the Test

A brief tutorial on using a computer based program for testing is available on the ABAM's website at <http://www.ABAM.net/ComputerExaminationOrientation.html>. You may also find the orientation material by going to the Certification Section of the ABAM web site at www.ABAM.net. An optional 15 minute tutorial will also be provided on the day of the examination.

Computer Examination

Extensive familiarity with computers is not required, but the use of a computer keyboard and computer mouse should be within the experience of all candidates who plan to take an ABAM computerized exam. The examination is administered and proctored by staff from the Prometric Company in approximately 477 locations around the U.S. An online tutorial (exam orientation) is

available on our website. Candidates are encouraged to gain familiarity with the computer-based testing system by logging on to Exam Tutorial. You can also access the tutorial from the ABAM home page by clicking on "Take the Exam" and then, "ABAM Exam Tutorial." On exam day there will be a brief orientation/tutorial prior to starting the exam allowing candidates to re-familiarize themselves with the exam process.

The exam is divided into five separate sections. Computer-based testing options include the ability to navigate forward and backward through each exam section, mark items for further review, review answered, unanswered and marked items. Items must be reviewed or changed prior to expiration of time for that section. Once an exam section is ended by the candidate or the exam has timed out, you cannot return to questions in that section. The computer-based examination contains a clock showing the time remaining in the top right of the exam screen. Completed questions, incomplete questions, and marked items are located by clicking the "Review" button at the bottom of the exam screen.

Test Accommodations

If you required test accommodations, you cannot schedule your test via the Internet. If you applied for test accommodations and have received written approval for an accommodation from ABAM, please call the Prometric's Special Accommodations Department in their Contact Center at 1-800-967-1139 to schedule your examination. If you have not received approval for a test accommodation, please contact ABAM for information.