Exam Scheduling Guide

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Schedule Your Examination Immediately
After completing registration for the ABFAS examination, you must schedule your examinations at a Pearson VUE Professional Center. It is important to schedule your examinations immediately after registering because many test centers become fully booked within days of ABFAS registration opening.

Exam Scheduling Troubleshooting

<table>
<thead>
<tr>
<th>Issue</th>
<th>Solution Description</th>
</tr>
</thead>
</table>
| I can’t schedule my exams back-to-back when scheduling consecutive exams. | • The Pearson VUE scheduling system shows all available appointment times for the test center. If you do not see a start time right after one of your previous exams ends, then you will need to select another start time. You could also search other nearby test centers for the availability of consecutive appointments.  
• For assistance contact Pearson VUE at 800-511-6951 or click here for online assistance Monday–Friday, 7:00 a.m.–7:00 p.m. Central. |
| I can’t schedule all my exams at my preferred test center.             | • There are not enough appointment times available at the test center. Search other nearby test centers for the availability of consecutive appointments.  
• For assistance contact Pearson VUE at 800-511-6951 or click here for online assistance Monday–Friday, 7:00 a.m.–7:00 p.m. Central. |
<table>
<thead>
<tr>
<th>Issue</th>
<th>Solution Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no appointments available at a test center near me.</td>
<td>• Test center seats fill quickly after registration opens. Search for availability at test centers farther away. • Pearson VUE can help you to schedule your exams. Call 800-511-6951 or <a href="#">click here for online assistance</a> Monday–Friday, 7:00 a.m.–7:00 p.m. Central.</td>
</tr>
<tr>
<td>I don’t see my exams on the Pearson VUE site.</td>
<td>• Check your ABFAS.org profile to make sure you are registered for each of your exams. Registration status should be “Enrolled.” • Registration information will also be on an email from <a href="mailto:info@abfas.org">info@abfas.org</a> with the subject line “ABFAS Transaction Confirmation.” • After confirming that you have registered for exams, but you still do not see them on the Pearson VUE site, please email us at <a href="mailto:scheduling@abfas.org">scheduling@abfas.org</a>.</td>
</tr>
<tr>
<td>How do I schedule? I can’t find where to schedule.</td>
<td>• <a href="#">Click here</a> to see detailed scheduling instructions below in this document. • Pearson VUE can help you to schedule your exams. Call 800-511-6951 or <a href="#">click here for online assistance</a> Monday–Friday, 7:00 a.m.–7:00 p.m. Central.</td>
</tr>
<tr>
<td>How do I reschedule?</td>
<td>• Rescheduling is subject to availability of examination seats at Pearson VUE Professional Centers. • Examinations can be rescheduled within the examination window any time up to 24 hours before examination day. • Sign-in to the ABFAS web site and click on the “Schedule/View Examination with Pearson VUE” button to begin the process. • There is no fee to reschedule. • Pearson VUE can help you reschedule your exams. Call 800-511-6951 or <a href="#">click here for online assistance</a> Monday–Friday, 7:00 a.m.–7:00 p.m. Central.</td>
</tr>
</tbody>
</table>
Detailed Scheduling Instructions

After completing registration, you must schedule your exam with Pearson VUE. In your ABFAS profile, click **SCHEDULE/VIEW EXAM WITH PEARSON VUE** to go your Pearson VUE home page.

![Account Overview](image)

When you arrive at your Pearson VUE home page, you will see the exam(s) for which you have registered under **Pre-Approved Exams**. If you have registered for any upcoming exams that do not appear here, contact us at [scheduling@abfas.org](mailto:scheduling@abfas.org).

Click on the exam you would like to schedule.

![Pearson VUE Home Page](image)

Click **Schedule this Exam**.
If you are registered for two or more exams that can be taken on the same day, you will be given an option to schedule the exams consecutively. Click Add another exam to take on the same day to schedule consecutive appointments. Repeat this step to add more exams. If you click Proceed to Scheduling you will be taken directly to the Test Center Search page.
Select your other exam(s) to be taken consecutively on the same day.

Click **Schedule this Exam**.

Pearson test centers will appear on the Pearson Test Center Search page. Select a test center convenient for you.
Select an available appointment date and then select start times that will appear in the lower portion of the screen.

**Dates for illustration purposes only. When you schedule, your actual exam date will appear.**
If there are no dates for the test center you have selected, click **Previous** and try another test center. If you are unable to find a test date, please contact Pearson VUE at 800-511-6951.

Most Pearson VUE Testing Centers are open Monday – Saturday, however some are closed on Saturday. The majority of test centers are open from 8:00 AM to about 6:00 PM, with some staying open as late as 8:00 PM.

After selecting your appointment date and time, you will be able to review your order.

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### My Order

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Actions</th>
</tr>
</thead>
</table>
| Exam        | Appointment | Thursday, May 9, 2019  
Start Time: 10:30 AM PDT  
Change Appointment | ![Remove](icon-remove.png) |
| BCF-C: Pt2-Foot-CBPS | Location  
Pearson Professional Centers-San Francisco  
201 Filbert Street  
Suite 200  
San Francisco, California 94133-3238  
United States  
Change Test Center | |        |
| Language: English | Exam Length: 180 minutes | |         |

| Exam        | Appointment | Thursday, May 9, 2019  
Start Time: 01:30 PM PDT  
Change Appointment | ![Remove](icon-remove.png) |
| BCR-C: Pt2-RR-A-CBPS | Location  
Pearson Professional Centers-San Francisco  
201 Filbert Street  
Suite 200  
San Francisco, California 94133-3238  
United States  
Change Test Center | |        |
| Language: English | Exam Length: 240 minutes | |         |

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You will then be led through a 4-step checkout process. After checkout is completed, Pearson will send you a confirmation email.

**Get Assistance**

**Pearson VUE Customer Service**

Pearson VUE can help you with scheduling and issues regarding their scheduling web site. Call 800-511-6951 (toll-free) or [click here for online assistance](https://pearsonvue.com) Monday–Friday, 7:00 a.m.–7:00 p.m. Central.

**ABFAS Customer Service**

You can email ABFAS at [scheduling@ABFAS.org](mailto:scheduling@ABFAS.org) or call us at (415) 553-7800. We are here to help you Monday - Friday, 7:00 am - 5:00 pm Pacific Time.