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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>
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<tbody>
<tr>
<td>I can’t schedule all my exams at my preferred test center.</td>
<td>• There are not enough appointment times available at the test center.</td>
</tr>
<tr>
<td></td>
<td>• Search other nearby test centers for the availability of consecutive appointments.</td>
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<td></td>
<td>• 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.</td>
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<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.</td>
</tr>
<tr>
<td></td>
<td>• Pearson VUE can help you to schedule your exams. Call 800-511-6951 or click here for online assistance Monday–Friday, 7:00 a.m.–7:00 p.m. Central.</td>
</tr>
<tr>
<td>Issue</td>
<td>Solution Description</td>
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| I don’t see my exams on the Pearson VUE site.                                        | • Login to your ABFAS.org profile and click on the **EXAMINATIONS** tab 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 [info@abfas.org](mailto:info@abfas.org) 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 [scheduling@abfas.org](mailto:scheduling@abfas.org). |
| How do I schedule? I can’t find where to schedule.                                    | • See Detailed Scheduling Instructions below in this document.  
  • Pearson VUE can help you to schedule your exams. Call 800-511-6951 or [click here for online assistance](http://www.pearsonvue.com/abfas) Monday–Friday, 7:00 a.m.–7:00 p.m. Central.                                                                                           |
| How do I reschedule?                                                                 | • 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 [click here for online assistance](http://www.pearsonvue.com/abfas) Monday–Friday, 7:00 a.m.–7:00 p.m. Central. |
Detailed Scheduling Instructions

After completing registration, you must schedule your exam with Pearson VUE. In your ABFAS profile, click the EXAMINATIONS tab, then click Schedule/View Exam With Pearson VUE to go your Pearson VUE home page.

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.

Click on the exam you would like to schedule.

Click Next on the Exam details screen.
Find a test center convenient for you by typing in the name of the city or state in which you would like to take your exam. Select up to 3 test centers to see scheduling availability.
Click on your preferred calendar date. Appointment start times will then appear below.

Dates for illustration purposes only. When you schedule, your actual exam date will appear.

In the example above, October 22 is available and selected. October 9 is also available, but not selected. Dates that are not available are grayed out.

The available appointment times will appear below the calendar once a date is selected.

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 have the options to add another exam or check out.

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 Monday–Friday, 7:00 a.m.–7:00 p.m. Central.

ABFAS Customer Service

You can email ABFAS at 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.