AMERICAN CERTIFICATION AGENCY for HEALTHCARE PROFESSIONALS

GENERAL GUIDELINES FOR TAKING EXAMINATIONS ON LINE

- **The Phlebotomy, Patient Care Technician, ECG certification exams are on line with results available as soon as the proctor enters the results from the practical (Phlebotomy and Pt. Care) portion of the exam.**

1.   You must have computer access to the Internet.

2.   A proctor must be approved by ACA by completing the application form and submitting the required documentation.
      A practical is still required for the phlebotomy and patient care technician exams.

3.   The approved proctor will be assigned a "login name" and password. The approved proctor may then access www.webxam.org to review the testing process.

4.   Exam test credits will be assigned to the proctor **ONLY** after applications have been approved and the required exam fee is paid.

5.   To do an "on line" exam, it is requested that applications and fees be received at least two weeks prior to a scheduled exam date.

6.   ACA will enter the information required for each applicant once the applications have been approved.

7.   The ID number is the last four digits of the applicant's Social Security number. Once registered each applicant will be assigned a "login name" and password.

8.   Proctors will receive detailed exam instructions and final exam materials prior to a scheduled exam date.