

ACAT Capstone Program Testing Information

Beginning with the 2010 Spring Semester, the Accreditation in Accountancy (ABA) exams will now only be offered to Capstone Students as a paper and pencil test. This change has been made in an effort to keep exam fees affordable and to provide added convenience for you and your students.

What this means for you:

- You will need to provide a proctor for the exam and you can offer it in your classroom.
- You select the exam date and time (within the ACAT ABA testing window), making it most convenient for you and your students.
- The fee will remain \$125 to take both practices of the ABA exam. Students will need to register for the exam online at www.pcshq.com. Click on Applicant, scroll down to National, click on *Accreditation Council for Accountancy and Taxation*.

What you will need to do:

- Order books and notify ACAT that you will be teaching the course.
- Select a testing date and a proctor (from your school) at least **6 weeks** (by **April 1**-spring & **October 1**-fall semesters) prior to your testing date. This date must be within our testing window:

May 19-June 22, 2010	November 19- December 11, 2010
May 23-June 13, 2011	November 28- December 23, 2011
- Fill out and fax or email to ACAT the "Request to Test" form with test date and proctor information along with class roster by the due date (**April 1**-spring & **October 1**-fall semesters)
- Have your students complete registration for the test and pay the \$125 fee online (www.pcshq.com)
- Your students will receive confirmation letters via email for registering. ACAT will only provide tests for the students who are registered, so any student not registered will not receive the exam.
- You will receive the exams and answer sheets before your exam date. Return all Scantron answer sheets and testing materials to ACAT in an envelope provided by ACAT. ACAT will grade the answer sheets and distribute grade letters to your students.