

AMERICAN CERTIFICATION AGENCY for HEALTHCARE PROFESSIONALS

GENERAL GUIDELINES FOR TAKING EXAMINATIONS ON LINE *

- **As of September 2004 only the Phlebotomy certification exam is available on line with results available as soon as the proctor enters the information from the practical portion of the exam.**
 - **Other exams will be available in 2005.**
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 applications and fees must be received at least two weeks prior to a scheduled exam date.
 6. The proctor can enter the required information for each of the applicants or ACA will enter the information if applications are received at least three weeks prior to a scheduled exam date.
 7. The ID number is the applicant’s Social Security number. Once registered each applicant will be assigned a “login name” and password.
 8. **Approved proctors should login and review the Quick Start information and the Step-by-Step Instructions for Test Administration under “How do I administer the test assessments”.**