



EXAM REGISTRATION INSTRUCTIONS

Here’s how to register for the APPLIED or Part 2 Exam in your portal. If you need any assistance, please contact our Communications Center at (866) 999-7501 or coms@theaba.org.

- 1. Once you have logged into your portal account, you will see the following screen.

➔	Certifications
➔	MOCA
➔	Select Exam Registration Type
⬇	Complete Exam Registration Steps

Primary - Eligible	
Exam - Not Submitted	Print
Step 1: Start	Click to Complete
Step 2: Medical License	Not Yet Available
Step 3: Substance Abuse Statement	Not Yet Available
Step 4: Nonstandard Examination Request	Not Yet Available
Step 5: Independent Practice Requirement	Not Yet Available
Step 6: Acknowledgement	Not Yet Available
Step 7: Release	Not Yet Available
Step 8: Confidentiality and Copyright Policy	Not Yet Available
Step 9: Payment and Registration	Not Yet Available

- 2. Click on [Click to Complete](#) beside Step 1: Start. Once you complete this step, [Click to Complete](#) will change to **Completed**.

⬇	Complete Exam Registration Steps
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Primary - Eligible	
Exam - Not Submitted	Print
Step 1: Start	Click to Complete
Step 2: Medical License	Not Yet Available
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Step 4: Nonstandard Examination Request	Not Yet Available
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Step 6: Acknowledgement	Not Yet Available
Step 7: Release	Not Yet Available
Step 8: Confidentiality and Copyright Policy	Not Yet Available
Step 9: Payment and Registration	Not Yet Available



- 3. Click on [Click to Complete](#) beside Step 2: Medical License to complete the next step. Then, complete the [Click to Complete](#) steps as they become available.



Complete Exam Registration Steps

Primary - In Progress

	Exam - Not Submitted	Print
Step 1: Start	Completed	
Step 2: Medical License	Click to Complete	
Step 3: Substance Abuse Statement	Click to Complete	
Step 4: Nonstandard Examination Request	Click to Complete	
Step 5: Independent Practice Requirement	Click to Complete	
Step 6: Acknowledgement	Not Yet Available	
Step 7: Release	Not Yet Available	
Step 8: Confidentiality and Copyright Policy	Not Yet Available	
Step 9: Payment and Registration	Not Yet Available	

- Click on [Click to Complete](#) beside Step 9: Payment and Registration, which is the last registration step.

 **Complete Exam Registration Steps**

Primary - In Progress		Part 2 - Not Submitted	Print
Step 1: Start		Completed	
Step 2: Medical License	Exam	Completed	
Step 3: Substance Abuse Statement		Completed	
Step 4: Nonstandard Examination Request		Completed	
Step 5: Independent Practice Requirement		Completed	
Step 6: Acknowledgement		Completed	
Step 7: Release		Completed	
Step 8: Confidentiality and Copyright Policy		Completed	
Step 9: Payment and Registration		Click to Complete	

- Next, you will see a list of all available exam weeks. Click on **SELECT** beside the exam week in the year for which you wish to register.

2019 Available Exam Sessions

Exam Name	Exam Fee	Late Fee	Total	Register
2019 Exam - Week 1 - 3/4/2019-3/7/2019	\$2100.00	\$0.00	\$2100.00	SELECT
2019 Exam - Week 3 - 4/1/2019-4/4/2019	\$2100.00	\$0.00	\$2100.00	SELECT
2019 Exam - Week 4 - 4/15/2019-4/18/2019	\$2100.00	\$0.00	\$2100.00	SELECT
2019 Exam - Week 5 - 5/6/2019-5/9/2019	\$2100.00	\$0.00	\$2100.00	SELECT
2019 Exam - Week 6 - 5/20/2019-5/23/2019	\$2100.00	\$0.00	\$2100.00	SELECT
2019 Exam - Week 7 - 6/10/2019-6/13/2019	\$2100.00	\$0.00	\$2100.00	SELECT
2019 Exam - Week 8 - 9/9/2019-9/12/2019	\$2100.00	\$0.00	\$2100.00	SELECT
2019 Exam - Week 9 - 9/23/2019-9/26/2019	\$2100.00	\$0.00	\$2100.00	SELECT

- On the next screen, you can click **Cancel** to go back to the list of available exam weeks or click **Make Payment** to continue registering for that exam week and pay your exam fee.

Examination Payment Confirmation

The ABA expects a candidate who accepts an examination opportunity to keep the examination appointment. Candidates who inform the ABA that they are canceling their examination appointment are charged a cancellation fee.

Notice of cancellation must be in writing and must include a check in the amount of the cancellation fee.

You have chosen to register for the
 You must complete payment in order to be registered for the exam.

Fees are non-refundable.

Exam Name	Exam Fee
	\$2100.00

[Cancel](#) [Make Payment](#)

7. Once you have clicked on **Make Payment**, you can still select a different exam week by clicking **Cancel** before you click **Pay Now**. Once you click **Pay Now**, there is not an option to select another exam week within your portal account.

FEES ARE NON-REFUNDABLE.

Order Information * Required Fields

Description: Exam

Total: US \$2100.00

Payment Information

Pay by **Credit / Debit Card**



Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

Card Code: * [What's this?](#)

Billing Information

First Name: * Last Name: *

Address: *

City: *

State/Province: * Zip/Postal Code: *



8. If you wish to register for the week you selected, enter your payment information and click **Pay Now**. Your registration for the selected exam week will then be accepted. Two months prior to your exam week, we will email you the specific date and time for your exam.