All exams begin at 9:00 am unless otherwise noted. Arrive to the exam room No Later than 8:45 am.

This form and any applicable examination fees** must be received by the American Board of Certification (ABC) in order to sit for the exam. To be eligible to register for the exam, the initial Short Form Application must be completed and accompanied by the application fee. Applicants may take the exam before completing the Long Form Application. Details on exam composition and sample exams can be found on [www.abcworld.org/exam](http://www.abcworld.org/exam). Applicants must successfully complete all sections of the certification examination by December 31 of the year following the date ABC received the applicant's initial Short Form Application.

**Exam Scores**: Exam scores are issued approximately 3-4 months following a test date. Scores are issued by mail and may not be transmitted by fax or over the phone.

**Cancellations**: The ABC must receive notification of cancellation in writing at least 10 business days prior to the exam. Failure to provide this notification will result in the loss and non-refundable exam fee. We suggest upon cancellation, you choose another site from the exam schedule, or schedule an in-office exam. Notifications can be sent directly to the ABC by e-mail to director@abcworld.org.

**Resources to study**: Examinees are encouraged to review the Study Guides and Sample Exams for study purposes. The sample exams are actual exams given to applicants within the last two years.

**Exam Structure**: The six-hour certification examination is divided into the following three sections:
- Part 1 is a two-hour examination comprised of fifty multiple-choice questions
- Part 2 is a one-hour Ethics exam where two of the four questions will be answered by essay
- Part 3 is the Sub-Specialty exam, completed by essay, two of the three questions provided

**Computer Policy**: Examinees are encouraged to use a computer (laptop) to answer the essay questions. Review the policy provided on the website.

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### 2018 Exam & Travel Schedule

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>City, State</th>
<th>Event, Location</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 19th, 2018</td>
<td>Washington, DC</td>
<td>ABI Annual Spring Meeting Marriott Marquis, Washington, DC</td>
<td>April 5th, 2018</td>
</tr>
<tr>
<td>July 11th, 2018</td>
<td>Stowe, VT</td>
<td>ABI Northeast Conference &amp; Consumer Forum Stowe Mountain Lodge</td>
<td>June 27th, 2018</td>
</tr>
<tr>
<td>October 28th, 2018</td>
<td>San Antonio, TX</td>
<td>NCBJ – National Conference of Bankruptcy Judges San Antonio Marriott Rivercenter</td>
<td>October 13th, 2018</td>
</tr>
<tr>
<td>December 6th, 2018</td>
<td>Scottsdale, AZ</td>
<td>ABI Winter Leadership Conference Fairmont Scottsdale Princess</td>
<td>November 22nd, 2018</td>
</tr>
</tbody>
</table>

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ABC Exams are held at conferences of the American Bankruptcy Institute (ABI).
ABC CERTIFICATION SHORT FORM APPLICATION

- Print this form and complete.

- Upon completion, this form can either be mailed, faxed or emailed to the below. Payment options are as follows:
  a. Pay online by credit card at https://www.abcworld.org/invoice/. The invoice number will remain blank as one will be assigned after receipt. The system will send the staff a notification of the payment. When the payment clears (usually overnight), then we will email a paid invoice for your records.
  b. Enter the credit card information including signature, on the bottom of this form. Upon receipt, the information will be entered into the system. When the payment clears (usually overnight), the we will email a paid invoice for your records.
  c. Mail a check to the ABC office. Upon receipt, the staff will email a paid invoice for your records. Make checks out to: American Board of Certification.

- To be eligible for the exam, the Short Form Application must be completed and accompanied by the application fee. Applicants may take the exam before completing the Long Form Application. Details on exam composition and sample exams can be found on www.abcworld.org/exam. Applicants must successfully complete all sections of the certification examination by December 31 of the year following the date ABC received the applicant's initial Short Form Application.

The American Board of Certification
225 2nd Street SE, Suite 314
Cedar Rapids, IA  52401
Attention: Kristin L. Delfs, Executive Director

Email: director@abcworld.org
Phone: 319-365-2222
Toll Free: 877-365-2221
Please Initial:

_______: I have read the Rules and Regulations, at: http://www.abcworld.org/rules/

Short Form Application

1. I am applying for my _____ First Certification; _____ Second Cert; _____ Third Cert.
   (If this is the FIRST application, skip step 2 and go to step 3.)

2. I am Currently Certified in the following Specialty(s):
   _____ Business Bankruptcy
   _____ Consumer Bankruptcy
   _____ Creditor’s Rights Bankruptcy

3. Name: ____________________________________________________________

4. Firm: _____________________________________________________________

5. Firm Website: _______________ _______________________________________

6. Address: __________________________________________________________

7. City: _____________________________________________________________

8. State: ___________________________ Zip Code: _____________________

9. Phone: __________________________ Fax: _________________________

10. Email: __________________________________________________________

11. Social Security Number: ____________________________________________

12. Date of Birth: _____________________________________________________
13. I have been practicing Bankruptcy Law for: # ________ years.
    (There is an application fee Discount for practicing attorneys
     with experience of 10 years or less.)

14. I am applying for certification in:

   _____ Business Bankruptcy $495.00  11 years or More
   _____ Consumer Bankruptcy $495.00  10 years or Less
   _____ Creditor’s Rights Bankruptcy $495.00

   _____ I am a Current ABC Member and am applying for an additional specialty.
   The fee is $300.00 for each.
   _____ Business Bankruptcy
   _____ Consumer Bankruptcy
   _____ Creditor’s Rights Bankruptcy

**Exam Information**

- Exams are offered at each conference / workshop on the exam schedule. Requests to attend and take the exam on any of the dates provided must be received and approved by ABC staff No Later Than 20 business days prior to the exam date. That will provide time to arrange for an administrator and transfer the exam materials.

- Exam in Office: Examinees may request to take the exam in their office for an additional in-office fee of $75 along with the exam fee of $125. ABC will schedule for an exam proctor to come to your office.

- To request an exam-in-office, this registration form along with the requested date must be received 20 business days prior to the requested exam date. Indicate the selected date below (holidays are excluded), and weekend dates may be offered on a case-by-case basis. ABC will issue written notice indicating if the request has been honored. There is a $125 fee for cancellation if written notice of cancellation is received 5 business days prior to the exam date. If the exam is cancelled without a 3-business day notice, all exam fees are forfeited. No refunds are issued (in the event that an exam administrator cannot be located, the fee of $75 will be returned). Exams will only be administered in office settings and cannot be administered in home offices. ABC is not responsible for locating sites for exam-in-office when one is not readily available.
• *Deadline for guaranteed registration. Late registrations are accepted if accommodations are available.
• **Fees: An exam fee of $125 must accompany the exam registration. This fee is in addition to the application fee of $495 that must be paid prior to sitting for the exam. If this is your second sitting no fee is required. If this will be your third or higher sitting for the exam, please enclose a fee of $125.00. The exam fee is in addition to the application fee previously paid. Government employees receive a 50% discount on all fees except for exam-in-office fees.

15. Please arrange for me to take the exam:
   _____ at the conference / workshop on: __________________________
   (month, day, year)

   At this location: ________________________________________________

   Initials: _____ I acknowledge required payment of $125.00 for this exam.

   OR
   _____ in my office on: __________________________
   (month, day, year)

   Initials: _____ I acknowledge required payment of $125.00 for the exam, as well as $75.00 for the in-office fee.

16. Payment: ("X" one option)

   _____ Check payable to American Board of Certification is enclosed.

   _____ Please charge my credit card.
   (we accept Visa, MasterCard and American Express)

17. Total Amounts Due: ("X" all that apply)

   _____ $495 Application Fee for attorney’s practicing OVER 10 years
   _____ $295 Application Fee – discounted rate for attorney’s practicing 10 years or LESS
   _____ $300 Application Fee for second or third certifications
   _____ $125 Exam Fee
   _____ $75 In-Office Exam Fee

   $________ Total Amount Paid.
17. Credit Card information (if applicable).
   Type of card: _____ Visa  _____ MC  _____ AMEX
   Card Number: ____________________________________________________
   Expiration Date: (MM/YY) ______________
   Name as shown on card: ___________________________________________
   Address where card is billed to: _____________________________________
   _______________________________________________________________

   Signature: _______________________________________________________
               (written, not typed)

18. I have reviewed the summary of the ABC certification standards and believe that I
    am qualified by certification as listed above. By submitting this short form application, I
    agree to be bound by all rules and regulations of the ABC. I also understand that
    application fee(s) are non-refundable, even if I choose not to complete the certification
    process, my application is not approved by the ABC, and/or I do not successfully
    complete the certification exam. ABC is incorporated in the State of Virginia and the
    laws of Virginia shall govern both this application and any disputes between the
    applicant and ABC, its officers, directors, employees or volunteers.

   Print Name: _____________________________________________________

   Sign: __________________________________________________________

   Dated: _________________________________________________________

   **Applicants must successfully complete all sections of the certification examination by
   December 31 of the year following the date ABC received the applicant’s initial Short
   Form Application. For example, if this application is dated May 25th, 2018, then the
   applicant has until December 31st, 2019 to pass all sections of the exam.**