



THE AMERICAN BOARD OF  
VENOUS & LYMPHATIC MEDICINE

## APPLICANT OVERVIEW OF THE ABVLM EXAM PROCESS

- Review the *Certification Exam Application Requirements & Policies* document and determine physician eligibility to meet established criteria to sit for the exam.
- Complete the Certification Exam Online Application.
- Refer to the Certification Exam Application checklist available online, to ensure that you have compiled and submitted all necessary application documents, including a Case Log (a Case Log template is available online from the Reference Materials page). Applicants using the Board Eligible Pathway have up to two years to submit a Case Log.
- Submit all materials via upload online *or* ensure that all materials are postmarked no later than the Application Deadline. Extensions may be granted on a case-by-case basis. Please call the HQ Office if you require an extension.
- Submit your payment information online.
- Upon receipt of all application documents and payment, the ABVLM staff will send to the applicant an *Acknowledgement of Receipt* of the application via US Mail or e-mail.
- Within 30 days of submission of the application, the ABVLM staff will send an *Application Status Letter* to the applicant via U.S. Mail or e-mail.

If you are deemed ineligible to sit for the certification exam:

- ...you will be notified as to the reason why, you will be issued a full refund of the \$2100 exam fee, and you may dispute the ruling per the ABVLM Dispute Resolution Policy.

If you are deemed eligible to sit for the certification exam:

- ...you are now a Candidate to sit for the exam.
- Candidate demographic data, including a unique ID number, will be transmitted to Pearson VUE, the test administrators, on a weekly basis. Candidates will be informed of their ID number, and candidates are then responsible for registering at a Pearson VUE Test Center, via web or phone, to take the exam. (There are no additional fees to pay.) No applicant may register with Pearson VUE without prior ABVLM approval and authorization.
- Candidates are **strongly encouraged** to register with Pearson VUE as soon as possible after receiving your notification that you may sit for the exam or as soon as Pearson VUE opens exam registration, whichever is earlier. The earlier one registers, the greater the likelihood the requested testing center and date will be available. However, Pearson VUE registration does not open until 60 days prior to the first date of the exam period.



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- The ABVLM is not responsible for candidate access to or appointments at Pearson VUE Test Centers. Candidates will receive a Confirmation Letter from Pearson VUE, and this will likely arrive via email.
- If candidate needs to cancel taking the exam for any reason, they may receive a refund of the \$2100 exam fee if notification is made to the ABVLM HQ Office by the posted Full Refund Cutoff date. After that date, the exam fee is refundable less a \$500 administrative fee. Note that if Candidate has already made their appointment at Pearson VUE, they should also contact and cancel their seat at Pearson VUE directly with the test site. See *Cancellation Policy & Procedure* on the ABVLM website for full details.
- Candidates may optionally take a demonstration test. This demonstration test is only meant to familiarize candidate with the Computer Based Testing (CBT) module in which the exam will be delivered. The demonstration exam does not deal with vein disease, only the delivery system. A link to the demonstration exam is available through the ABVLM website.
- Other preparation materials are available on the ABVLM website.
- Candidates will sit for the four-hour exam during the official exam dates. Two forms of ID are required. Exam administrative logistical details are provided by Pearson VUE prior to the exam date.
- Candidates will be notified of the results after the exam, usually in June. Details regarding the timeline of the exam results notification, and what “post exam” information will be disclosed to candidates, are listed on the ABVLM website.

**Contacting the ABVLM HQ Office:**

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