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This document focuses on taking the Imaging Informatics Professional (IIP) certification test at a Pearson VUE test center. You may choose from a large network of Pearson VUE test centers to schedule your test. The list of available test centers can be accessed at pearsonvue.com/abii.

Visit the [Pearson VUE website](https://pearsonvue.com) and the [ABII Certification Guide](#) for more information.



Read this document carefully – don't skim it! You'll need all this information to successfully schedule and complete your test.



APPLICATION

Application for certification is done online at www.abii.org. You must first create an account that includes login identification and an account profile. The online system will guide you through creating a profile, demonstrating eligibility requirements, and submitting payment. Be sure to securely save your login identification and password.

After you've completed the application for certification step in your account profile at www.abii.org, we'll assign your testing window. **Wait 24 hours before contacting Pearson VUE to allow time for them to receive your authorization information.**

ADA ACCOMMODATIONS

ABII complies with the Americans with Disabilities Act (ADA) and provides reasonable testing accommodations to candidates who demonstrate that they have an ADA-qualifying disability. Candidates must submit the necessary documentation in order to be considered for accommodations. Processing an ADA request can take up to three weeks after you submit your supporting documentation to Paradigm Testing for review.

How to Request Accommodations

Start by answering "yes" to the question about testing accommodations on your application for certification. After we receive your application, we'll send you instructions on how to apply for accommodations.

Your application will be on hold until you submit your accommodation request and Paradigm processes it. You won't be able to schedule your test until we send you a decision letter. If you don't submit a request within a year, we'll process your application without accommodations and assign you an exam window. At that point, we can't grant any accommodations.

If you answer “no” to the testing accommodations question on your application, you’ll need to take the exam without them.

MAKE YOUR APPOINTMENT

Application for certification is done online at www.abii.org. You must first create an account that includes login identification and an account profile. The online system will guide you through creating a profile, demonstrating eligibility requirements, and submitting payment. Be sure to securely save your login identification and password.

After you’ve completed the application for certification step in your account profile at www.abii.org, we’ll assign your testing window. **Wait 24 hours before contacting Pearson VUE, to allow time for them to receive your authorization information.**

To schedule your appointment, follow the instructions on the [Pearson VUE website](#). Begin by creating a Pearson VUE account or signing in if you already have one.

- **Make sure you select the appropriate time zone and time of day (a.m. or p.m.).** On the Pearson VUE dashboard, select Preferences. Then scroll to the bottom and select the appropriate time zone.
- You should receive an email confirmation from Pearson VUE immediately after you schedule the appointment.
- If you don’t receive a message, your appointment isn’t confirmed. Go back and make sure you confirmed your selection.
- [Contact Pearson VUE](#) right away if you need to make corrections.

The Pearson VUE email contains your appointment date and time, along with other important information. Keep it until you complete your test.

How to Change or Cancel an Appointment

You may cancel or reschedule your appointment up to 24 hours (one business day) before your scheduled appointment (see table below) – either by phone at 800.632.9055 (leaving a message on an answering machine will not suffice) or at pearsonvue.com/abii (be sure to follow prompts to complete the process). Pearson VUE will send you an email confirmation each time an appointment is made, changed, or canceled. Cancellations not received within the timeframe require the candidate to reapply and pay a re-application fee of \$250.

Pearson VUE charges a \$10 rescheduling fee for test appointments that are canceled or rescheduled. Pearson VUE collects fees by credit card payment at the time the appointment is canceled or rescheduled. This includes all changes made online or via telephone with Pearson VUE.

If you make or cancel an appointment, but don’t receive an email confirmation, follow up by calling Pearson VUE at 800.632.9055 to confirm it. The table below shows that appointments for a given time on a scheduled test day must be canceled by the same time on the preceding business day. Note that national holidays and weekends are not considered business days:

Scheduled Test Day	Cancel/Change Deadline (Same time as appointment)
Monday	Friday of preceding week
Tuesday	Monday of the same week
Wednesday	Tuesday of the same week
Thursday	Wednesday of the same week
Friday	Thursday of the same week
Saturday	Friday of the same week

Missing an Appointment

If candidates fail to appear for a scheduled appointment and don't reschedule through the prescribed procedure, application fees will be forfeited. To reschedule, candidates will be required to reapply and pay an additional application fee. A missed appointment does not count as an attempt for the three-attempt, 12-month limit policy. Neither ABII nor Pearson VUE is responsible for appointment errors.

Test Center Closure

If you are unsure whether a test center is closed because of inclement weather or some other factor, call Pearson VUE's Call Center at 800.632.9055. If the test center is open, it is your responsibility to keep the appointment. If it is closed, you will be given the opportunity to reschedule the appointment at no additional cost.

WHAT TO EXPECT AT PEARSON VUE

Pearson VUE centers, usually located in small office parks, serve many clients. Keep in mind:

- The testing room might be warm or cold, so dress in layers. You are encouraged not to wear outerwear or hooded clothing in the testing room as this can delay the check-in process. Instead, bring a sweater, blazer, or hoodless sweatshirt.
- Take care of all personal needs before you enter the testing room. You can't eat, drink, smoke, or chew gum in the center.
- Be ready to empty your pockets before entering the testing room.
- You can't bring cell phones, study materials, paper, books, notepads, writing instruments, or calculators into a Pearson VUE center. Pearson VUE will provide a secure locker if you need one.
- Although you may take a break, Pearson VUE won't extend the time allotted for your test.

No environment is completely free of noise. If you're concerned about distractions, request earplugs or noise-reduction headphones before beginning your test.

ID, PHOTO, SIGNATURE, NAME REQUIREMENTS

You are required to show **two forms** of ID, provide a digital signature and a palm scan for palm vein recognition, and be photographed for admission. Both IDs must include the candidate's pre-printed name and signature, and one ID must be a currently valid, official government-issued photo ID. Examples of acceptable forms of ID are listed below.

Acceptable Forms of Identification

Primary: Must be government-issued with a photo, signature, and not expired

- Driver's license
- State ID
- Passport

Secondary: Must have preprinted name, signature, and not expired

- Government-issued IDs (U.S. Social Security, alien registration)
- Employee ID or work badge
- Bank automatic-teller machine (ATM) card
- School ID
- Credit card
- Any form of ID in the Primary list

Permanent registration cards ("green cards") and other IDs that don't include your signature aren't acceptable. If Pearson VUE doesn't accept your ID, you might have to pay a fee to reschedule and take your test.

Your name on the government-issued ID must match the name on your ABII profile. If you've changed your name, contact us at info@abii.org or call us at 651.994.6410 to submit documentation verifying your name change before you schedule your appointment.

Your ID may contain your full middle name if the middle initial on your application profile matches the first letter of your middle name. Candidates with a cultural variation must make sure that they have the same variation on their profile and both IDs (e.g., two last names "Marie Margolles Beran").

Name Change Procedure

If the name you used to apply does not meet the criteria described here (matching your IDs), you must submit a request to change your name registered with ABII by sending an email to info@abii.org. Include your ABII ID#, previous name, current correct name, address, and a daytime phone number.

Candidates must present proper ID with a matching name to be admitted to the test center. If there are discrepancies, you won't be allowed to reschedule and will forfeit your test application fee. If a candidate is admitted with questionable ID, ABII may cancel their score after an investigation.

CHECKING IN AT PEARSON VUE

After confirming the location of the test center, plan your schedule and route to ensure that you arrive at least 30 minutes before the scheduled appointment to allow time for check-in procedures. Be sure to allow ample time for your commute, especially if inclement weather is a factor. If you arrive more than 15 minutes late, you won't be allowed to take the test that day. You'll also forfeit your appointment and will have to pay a fee to reschedule.

Upon checking in, you will be asked to provide a digital signature, be photographed, and will have your palm vein electronically scanned (similar to fingerprinting). These processes are for identification purposes only. The information is kept confidential and not shared with any organization.

Palm Vein Recognition

At the test center, candidates also have their palms scanned for identification purposes. This biometric procedure uses a safe, near-infrared light source, similar to a television remote, to create a digital template representing the vein pattern. Learn more about [palm vein technology](#).

BEFORE YOUR TEST

When you arrive at Pearson VUE, in addition to showing your ID you'll need to:

- Scan your palm vein.
- Be photographed.

The Pearson VUE staff will then give you a short orientation, escort you to a workstation, and provide you with a pen and an erasable booklet. We recommend that you complete the tutorial at the beginning of the test.

Unless you have documented accommodations, you won't be able to access or remove any items from your locker until you complete your test and are ready to leave. If you do, Pearson VUE staff will end your test and provide ABII with an incident report.

No Cell Phones

If you bring a cell phone into the Pearson VUE center, you'll need to turn it off and leave it in your assigned locker. You can't use it for any reason until you've completed your test and checked out with Pearson VUE staff.

Accept ABII's Nondisclosure Agreement

Before your test begins, ABII's Nondisclosure Agreement will appear on your screen. You'll have **two minutes** to read and accept it.

If you don't accept within two minutes, your session will end, and you won't be able to take the test that day. To reschedule, you'll need to reapply, pay the reauthorization fee, and book a new appointment.

Don't write on your erasable booklet until after you accept the Nondisclosure Agreement.

DURING YOUR TEST

Be sure to follow the instructions of Pearson VUE staff members.

- Don't write notes on paper, your clothing, or yourself.

- If you need an unscheduled break, raise your hand to get the administrator's attention. The test clock will continue to run while you're on break.
- If you have trouble with the test delivery, raise your hand to alert the administrator.

Once you check in for your test, you can't use or have access to electronic devices other than the computer on which you'll take the test. Electronic devices include, but aren't limited to:

- Calculators (except those issued by Pearson VUE)
- Cameras or other photographic devices
- Cellular phones
- Compact disc players
- Computing watches
- Laptop computers or tablets
- Media players
- Virtual assistants and voice-activated devices
- Other electronic communication, recording, or listening devices
- Removable storage devices
- Scan pens
- Smart watches

Requesting Assistance

Raise your hand to notify test center personnel if you:

- Need assistance to adjust the computer's brightness or contrast.
- Need earplugs.
- See an image too large to be viewed fully. Suspect a problem with the computer.
- Need another booklet.
- Would like a handheld calculator.
- Need a break.
- Need a staff member for any other reason.
- Completed the test.

Leaving the Testing Center

Once you've checked in for your test, don't leave the Pearson VUE building before completing your test. Should Pearson VUE staff see you do so, they won't allow you to continue your test and you might be subject to an ethics investigation. When you are finished with the test and evaluation survey, test center staff will collect the booklet before dismissing you. Do not leave your seat before you have been dismissed. You may not remove booklets from the testing room. Your palm will be scanned again before leaving the test center.

AFTER YOUR TEST

You will see a preliminary score at the end of your test. Once we process your test, your final results will appear in your ABII account profile. Allow up to 30 days for us to post your results.

MISCONDUCT

Many security measures are enforced during test administration to ensure the integrity of ABII tests. Be aware that candidates will be observed at all times while taking the test. This includes direct observation by test center staff, as well as video and audio recording of the testing session.

Any irregular behavior during or in connection with the test – as evidenced by observation, statistical analysis of answers or otherwise – will constitute grounds for ABII to permanently bar the candidate from all future tests, to terminate the candidate's participation in the test, to invalidate the results of that test and any prior ABII test, to withhold scores or certificates, to revoke or suspend a certificate, to censure or to take any other appropriate action.

The test and related materials are copyrighted as the sole property of ABII and must not be removed from the test area or reproduced in any way. Reproduction of copyrighted material, in whole or in part, is a federal offense and may subject the candidate to the sanctions listed above. Individuals who engage in any of the following conduct will be dismissed from the test center and test administration, and their test scores will be canceled.

Examples of misconduct include, but are not limited to, the following:

- failing to provide acceptable identification.
- making phone calls.
- giving or receiving unauthorized help.
- attempting to take the test for someone else.
- using notes, books, or other unauthorized aids.
- bringing any materials to the test center that may compromise the test administration.
- eating or drinking during the test.
- attempting to remove test questions (in any format) from the room.
- failing to follow the test center staff's instructions or instructions presented by the computer.
- using scratch paper.
- tampering with the operation of the computer or attempting to use it for any function other than taking the test.
- creating a disturbance of any kind.
- leaving the test center building.

APPEALS

Appeals of Test Administration Procedures

ABII makes every effort to assure that tests are fairly administered in a comfortable and safe environment. You may request a review of procedures if you believe that a test was administered in a manner that substantially deviated from normal testing procedures.

If you wish to request a review, you must submit a specific letter to ABII detailing the nature of the alleged deviation from normal testing procedures. Letters to ABII should indicate the administration date and test center location. The letter must be postmarked within two days of the date of test administration.

You must notify ABII in writing of any negative situations before test results are released. ABII will not investigate complaints after the candidate has received his or her results.

Appeals of Test Scoring

ABII employs several quality-control procedures to ensure that all tests are scored with complete accuracy. However, you may request a review of the accuracy of the scoring process for the selected response (e.g., multiple choice, sorted list, select multiple) section of the test if you feel an error has occurred.

To obtain a review of scoring, send a letter or request detailing the specific reason a scoring error is suspected. Requests must be postmarked within 14 days of the score report having been posted by ABII and must be accompanied by a \$25 fee. ABII will review your responses to each question, compare those responses to the answer key, and recalculate both raw scores and scaled scores.

ABII will inform you of its findings within 30 days of receiving your written request. If ABII finds evidence of any scoring error, your original score will be canceled, and you will be notified of your corrected score.