

CANDIDATE HANDBOOK

Everything You Need to Know about
ACAT's Accounting & Tax Credentials

- ABA ACCREDITED BUSINESS ACCOUNTANT/ADVISOR®
- ACCREDITED TAX PREPARER®
- ACCREDITED TAX ADVISOR®
- ACCREDITED RETIREMENT ADVISOR®



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ACAT credentials are a public declaration that you have the expertise and qualifications to provide sound and accurate taxation and accounting advice.

Because accreditation is voluntary, the choice to become accredited demonstrates individual pride in the profession, the desire to be recognized for mastery of the principles of accounting and taxation, and an ongoing commitment to continuing professional education, quality client care. Accreditation gives nationwide recognition and can open the door for upward mobility, employment opportunities and higher pay.

About ACAT

The Accreditation Council for Accountancy and Taxation® (ACAT) was established in 1973 as a non-profit, independent, testing, accrediting and monitoring organization. ACAT accredits professionals who have demonstrated knowledge of the principles, practices, and ethical standards of accounting, taxation, information technology and related financial services in order to maintain the highest level of service to the public.

Professionals receive accreditation through examination and maintain their accreditation through commitment to a significant program of continuing professional education and adherence to the Council's Code of Ethics and Rules of Professional Conduct.

ACAT is affiliated with the National Society of Accountants, headquartered in Alexandria, VA.

ACAT programs are governed by a Board of Directors that includes practitioners and educators.

ACAT Mission

Accredit the knowledge of accounting and tax professionals through examination and promote ethical standards to instill public confidence.

ACAT Objectives

- To raise professional standards and improve the practices of accountancy and taxation.
- To identify persons with demonstrated knowledge of the principles and practices of accountancy and taxation.
- To encourage practitioners in a continuing program of professional development.
- To assure that accredited individuals provide the highest degree of technical proficiency in small- and mid-size businesses and individual accounting and taxation services.
- To foster increased recognition for the accredited individual in the public, private and educational sectors of our nation.

ACCREDITED BUSINESS ACCOUNTANT/ADVISOR® (ABA)

What is Accreditation in Accountancy or ABA?

The Accredited Business Accountant/Advisor® ABA has been developed to recognize accountants who have demonstrated entry-level knowledge and skill to provide competent financial accounting, financial reporting, financial statement preparation, taxation, managerial accounting, business law, and ethics for small to medium sized businesses in the United States. The (ABA) credential is a prestigious indicator to clients, potential clients, employers, and the public at large that the business accountant has proficiency in the accounting and taxation field.

Candidates who earn an ACAT credential have thorough knowledge and proficiency in financial accounting, financial reporting, financial statement preparation, taxation, managerial accounting, business law, and ethics for small- to medium-sized businesses.

Recognitions and Exemptions

Annual Filing Season Program Record (AFSP)

ABA credential holders for the IRS's Annual Filing Season Program Record of Completion without taking the Annual Refresh Course and Annual Exam.



State Recognition

In IA and MN achieving the ABA designation meets state regulatory requirements to practice public accountancy. MN requires a 75% passing score on both Parts of the exam. The use of the term "accountant" for non CPAs varies by state.



In other locations where the term "accountant" cannot be used in any form, and states that allow the use of the term "accountant" as a stand alone word but with a disclaimer, accredited individuals use Accredited Business Advisor®. The process for attaining the credential and rules for use are the same. Check with your state board of accountancy for your state accountancy compliance rules.

How do I earn an ABA?

To become an ABA, candidates must pass the Comprehensive two (2) part examination offered at testing centers all of the US. Candidates are given three (3) hours to complete each 100 question exam. Candidates cannot earn certification without passing both certification examinations.

ACAT seeks to ensure that all accredited individuals possess theoretical knowledge and the practical knowledge necessary to be successful practitioners. For that reason, candidates for accreditation must satisfy a three-year experience requirement before becoming fully credentialed.

Grandfathering

Because there is no comparable means for assessing competence outside of the ABA examination, The ACAT does not grandfather candidates and requires everyone earning an ABA credential to have successfully fulfilled all published eligibility criteria, including passing of the examination.

Experience Requirements

To hold the ABA credential candidates must be at least 18 years of age and must have a minimum background of three (3) years work experience or two (2) years of college-level accounting plus one (1) year work experience. Individuals without substantive work experience are advised to complete Principles, Intermediate, and either Cost or Managerial Accounting, as well as at least one semester in Taxation before taking the examination.

There are no educational requirements to sit for the Examination

Individuals who pass the exam but who have not met the experience requirement may promote themselves as having “passed the ACAT Examination for Accreditation in Accountancy,” but are not entitled to use the ABA designation. ACAT has developed requirements for eligibility to ensure that the application process is fair and impartial for all applicants. Each eligibility requirement has been established to ensure that individuals certified by the ACAT have an acceptable level of knowledge and proficiency of the principles, practices, and ethical standards of accounting, taxation, information technology and related financial services.

ACAT Testing Information

Candidates are given 3 hours to complete each 100-question, multiple choice exam. Candidates can take the computer administered exam at Scantron Testing Centers across the country or by using Live Online Proctoring (LOP). Before opting to take the exam through LOP please carefully read the hardware/software requirements document linked [here](#). You must register for the ABA Exam by the deadline in order to take the exam during a specified testing window.

Please check [ACAT's website](#) for a listing of upcoming exam windows.

ABA Exam Information

The ABA credential is awarded only to those passing the two (2) part examination.

Part I: Financial Accounting, Financial Statement Preparation, Presentation, and Reporting

Part II: Business Consulting Services, Taxation, Business Law, and Ethics

For a detailed look at exam topics view the [ABA Exam Blueprint](#).

The questions on ABA exam are developed as the result of a Job Task Analysis that studies what accountants do, how often they perform each task and how important they perceive the task to be.

What scores do I need to pass the ACAT exams?

The passing grade is 70 on each part of the exam—Practice 1 and Practice 2. A candidate who does not pass the full exam, but does pass one part, either Practice 1 or Practice 2, has 18 months to re-take that part of the exam. A candidate failing to pass both parts within the designated time must reapply and retake both parts.

Test results are confidential and will not be released to anyone without your written permission. ACAT securely stores exam results indefinitely.

Continuing professional education requirements

Individuals holding Accreditation in Accountancy® (ABA) must earn 120 CPE hours every three years: with at least 24 hours in accounting or related subjects (finance, business management, technology, or business law); at least 24 hours in taxation; 4 hours

CPE requirements are prorated for those who earn an ACAT credential in after the start of a reporting cycle.

Certification Mark, Logos, and Badges

After meeting all eligibility requirements and passing the examinations, individuals may use their ABA credential in all correspondence and professional relations. The credential is typically used after certificants' names following any academic degrees and before the licensure designation.

The certification mark(s), logo, and badge may be used only as long as certification is valid.

The certification mark, logo, and badge are the property of the Accreditation Council for Accountancy and Taxation. Permission to use the certification mark, logo, and badge is granted to credentialed persons at the discretion of the Board of Directors, for permissible uses only.

STUDY MATERIALS

ABA Preparatory Course

The examinee is responsible for reviewing the appropriate blueprint. The ABA exam blueprint is representative of the most frequently cited references in the development of the ACAT exam. Please note that it does not provide an inclusive listing of all references used to build the exam, but the information provided does represent the core of the exam content. As with any preparation materials, knowledge of suggested preparation materials does not guarantee one will pass the exam; rather, it represents guiding information for preparation in advance of test completion.

Each part of the course includes chapters of content with review questions complete with answers and detailed explanations. Courses can be purchased individually or as a set.

Part 1 Course Sample



Part 2 Course Sample



View prices and purchase ABA study materials here. 

The ABA Prep Course is written by leading CPAs, EAs, tax law, and ethics experts and published by the National Society of Accountants (NSA).

Accredited Tax Preparer® (ATP)

What is Accredited Tax Preparer® (ATP)

The ATP is a leading national credential for tax practitioners who have a thorough knowledge of the existing tax code and the preparation of individual tax returns with an expertise in 1040 issues including supporting schedules, self-employed returns, and ethics.

How do I earn the ATP?

The ATP credential is awarded only to those passing the Comprehensive Examination offered at testing centers all of the US. Candidates are given three (3) hours to complete the 100-question exam. Candidates cannot earn certification without passing the certification examination.

Grandfathering

Because there is no comparable means for assessing competence outside of the ATP examination, The ACAT does not grandfather candidates and requires everyone earning an ATP credential to have successfully fulfilled all published eligibility criteria, including passing of the examination.

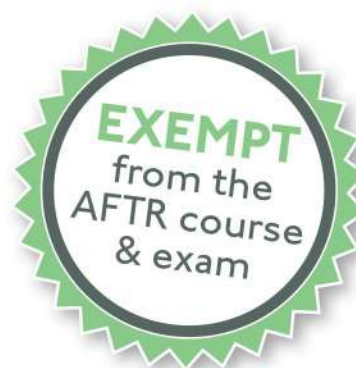
Experience Requirements

To hold the ATP candidates must be at least 18 years of age. There are no other educational or experience requirements to take the ATP exam and/or to hold the ATP credential.

Recognitions and Exemptions

Annual Filing Season Program Record (AFSP)

ATP credential holders for the IRS's Annual Filing Season Program Record of Completion without taking the Annual Refresh Course and Annual Exam.



More about the AFSP



ACAT Testing Information

Candidates are given 3 hours to complete each 100-question, multiple choice exam. Candidates can take the computer administered exam at Scantron Testing Centers across the country or by using Live Online Proctoring (LOP). Before opting to take the exam through LOP please carefully read the hardware/software requirements document linked [here](#). You must register for the ATP Exam by the deadline in order to take the exam during a specified testing window.

Please check [ACAT's website](#) for a listing of upcoming exam windows.

ATP Exam Information

The ATP examination is a 100 multiple-choice question exam that tests proficiency in the preparation of individual tax returns, comprehensive 1040 issues, and ethics.

For a detailed look at exam topics view the [ATP Exam Blueprint](#).

The questions on the ATP exam are developed as the result of a Job Task Analysis that studies what tax preparers do, how often they perform each task and how important they perceive the task to be.

What scores do I need to pass the ACAT exams?

For the ATP, a passing grade is 70. Candidates will receive a letter from ACAT notifying them of their official and final test pass/fail results.

Test results are confidential and will not be released to anyone without your written permission. ACAT securely stores exam results indefinitely.

Continuing professional education requirements

Individuals holding the Accredited Tax Preparer® ATP credential must earn 72 hours of CPE during each three-year cycle with at least 68 hours in taxation or related subjects (accounting, finance, technology, business law) or subjects that relate to your particular area of practice or employment; plus 4 hours in ethics.

CPE requirements are prorated for those who earn an ACAT credential CPE requirements are prorated for those who earn an ACAT credential mid-reporting cycle.

Certification Mark, Logos, and Badges

After meeting all eligibility requirements and passing the examinations, individuals may use their ATP credential in all correspondence and professional relations. The credential is typically used after certificants' names following any academic degrees and before the licensure designation.

The certification mark(s), logo, and badge may be used only as long as certification is valid.

The certification mark, logo, and badge are the property of the Accreditation Council for Accountancy and Taxation. Permission to use the certification mark, logo, and badge is granted to credentialed persons at the discretion of the Board of Directors, for permissible uses only.

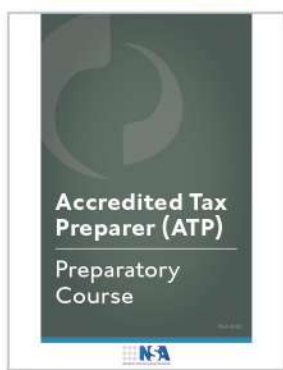
STUDY MATERIALS

ATP Preparatory Course

The examinee is responsible for reviewing the appropriate blueprint. The ATP exam blueprint is representative of the most frequently cited references in the development of the ACAT exam. Please note that it does not provide an inclusive listing of all references used to build the exam, but the information provided does represent the core of the exam content. As with any preparation materials, knowledge of suggested preparation materials does not guarantee one will pass the exam; rather, it represents guiding information for preparation in advance of test completion.

The course includes chapters of content with review questions complete with answers and detailed explanations.

[Course Sample](#)



[View Price and purchase here](#)



The ATP Prep Course is written by leading CPAs, EAs, tax law, and ethics experts and published by the National Society of Accountants (NSA).

Accredited Tax Advisor® (ATA)

What is Accredited Tax Advisor® (ATA)

The ATA is a premier national tax credential for practitioners who handle sophisticated tax planning issues, including planning for owners of closely held businesses, planning for the highly compensated, choosing qualified retirement plans and performing estate tax planning. Their expertise covers tax returns for individuals, business entities, fiduciaries, trusts and estates, as well as tax planning, tax consulting and ethics.

How do I earn the ATA?

The ATA credential is awarded only to those passing the Comprehensive Examination offered at testing centers all of the US. Candidates are given three (3) hours to complete the 100-question exam. Candidates cannot earn certification without passing the certification examination.

Grandfathering

Because there is no comparable means for assessing competence outside of the ATA examination, The ACAT does not grandfather candidates and requires everyone earning an ATA credential to have successfully fulfilled all published eligibility criteria, including passing of the examination.

Experience Requirements

To hold the ATA, candidates must be at least 18 years of age and must have three years of experience in tax preparation, compliance, tax planning and consulting, of which 40% must be in tax planning and consulting. A tax season (January through April) is considered one year.

There are no educational requirements to sit for the Examination

Individuals who pass the exam but who have not met the experience requirement may promote themselves as having “passed the ACAT Comprehensive Examination for Accreditation in Tax Advising” but are not entitled to use the ATA designation.

ACAT seeks to ensure that all accredited individuals possess the theoretical and practical knowledge necessary to be successful practitioners. For that reason, candidates for accreditation must satisfy a three-year experience requirement before becoming fully credentialed.

ACAT Testing Information

Candidates are given 3 hours to complete each 100-question, multiple choice exam. Candidates can take the computer administered exam at Scantron Testing Centers across the country or by using Live Online Proctoring (LOP). Before opting to take the exam through LOP please carefully read the

hardware/software requirements document linked [here](#). You must register for the ATA Exam by the deadline in order to take the exam during a specified testing window.

Please check [ACAT's website](#) for a listing of upcoming exam windows.

ATA Exam Information

The ATA examination is a 100-question, multiple choice exam that tests proficiency in, business entities, fiduciaries, trusts and estates, tax planning, and consulting, as well as ethics.

For a detailed look at exam topics view the [ATA Exam Blueprint](#).

The questions on ATA exam are developed as the result of a Job Task Analysis that studies what tax Advisors do, how often they perform each task and how important they perceive the task to be.

What scores do I need to pass the ACAT exams?

For the ATA, a passing grade is 70. Candidates will receive a letter from ACAT notifying them of their official and final test pass/fail results.

Test results are confidential and will not be released to anyone without your written permission. ACAT securely stores exam results indefinitely.

Continuing professional education requirements

Individuals holding the Accredited Tax Advisor® (ATA) credential must earn 90 hours of CPE during each three-year cycle with at least 86 hours in taxation or related subjects (such as accounting, finance, technology, or business law) or subjects that relate to your particular area of practice or employment; plus 4 hours in ethics.

CPE requirements are prorated for those who earn an ACAT credential in after the start of a reporting cycle.

Certification Mark, Logos, and Badges

After meeting all eligibility requirements and passing the examinations, individuals may use their ATA credential in all correspondence and professional relations. The credential is typically used after certificants' names following any academic degrees and before the licensure designation.

The certification mark(s), logo, and badge may be used only as long as certification is valid.

The certification mark, logo, and badge are the property of the Accreditation Council for Accountancy and Taxation. Permission to use the certification mark, logo, and badge is granted to credentialed persons at the discretion of the Board of Directors, for permissible uses only.

STUDY MATERIALS

ATA Preparatory Course

The examinee is responsible for reviewing the appropriate blueprint. The exam blueprint is representative of the most frequently cited references in the development of the ACAT exam. Please note that it does not provide an inclusive listing of all references used to build the exam, but the information provided does represent the core of the exam content. As with any preparation materials, knowledge of suggested preparation materials does not guarantee one will pass the exam; rather, it represents guiding information for preparation in advance of test completion.

The ATA Preparatory Course is sold in book, or Online/PDF format. Each part includes chapters of content with review questions complete with answers and detailed explanations. Courses can be purchased individually or as a set.

The ATA Preparatory Course in PDF/online format or in print to help you prepare for the ATP exam.

[Course Sample](#)



[View Price and purchase here](#)



The ATA Preparatory course is written by leading CPAs, EAs, tax law, and ethics experts and is published by the National Society of Accountants (NSA).

Accredited Retirement Advisor® (ARA)

What is the Accredited Retirement Advisor® (ARA)?

The ARA recognizes professionals who have a thorough knowledge of topics relevant to retirement planning and special issues of senior citizens including tax planning; preparing clients for retirement; tax preparation for decedents, the essentials of estates and trusts; financial planning; and applying your knowledge and skills in real-life situations when serving aging clients.

How do I earn the ARA?

The ARA credential is awarded only to those passing the Comprehensive Examination offered at testing centers all of the US. Candidates are given three (3) hours to complete the 100-question exam. Candidates cannot earn certification without passing the certification examination.

Grandfathering

Because there is no comparable means for assessing competence outside of the ARA examination, The ACAT does not grandfather candidates and requires everyone earning an ARA credential to have successfully fulfilled all published eligibility criteria, including passing of the examination.

Experience Requirements

To hold the ARA candidates must be at least 18 years of age. There are no other educational or experience requirements to take the ARA exam and/or to hold the ARA credential.

ACAT Testing Information

Candidates are given 3 hours to complete each 100-question, multiple choice exam. Candidates can take the computer administered exam at Scantron Testing Centers across the country or by using Live Online Proctoring (LOP). Before opting to take the exam through LOP please carefully read the hardware/software requirements document linked [here](#). You must register for the ARA Exam by the deadline in order to take the exam during a specified testing window.

Please check [ACAT's website](#) for a listing of upcoming exam windows.

ARA Exam Information

The ARA examination is a 100-question, multiple choice exam that tests proficiency in the special issues of senior citizen including; tax planning and tax preparation for decedents, estates, and trusts; and applying your knowledge and skills in real-life situations when serving aging clients.

For a detailed look at exam topics view the [ARA Exam Blueprint](#).

The questions on ARA exam are developed as the result of a Job Task Analysis that studies what retirement advisors do, how often they perform each task and how important they perceive the task to be.

What scores do I need to pass the ACAT exams?

For the ARA, a passing grade is 70. Candidates will receive a letter from ACAT notifying them of their official and final test pass/fail results.

Scores will be available 4–6 weeks after the end of the exam window cores are obtained through Scantron's secure online portal. Test results are confidential and will not be released to anyone without your written permission. ACAT securely stores exam results indefinitely.

Continuing professional education requirements

Individuals holding the Accredited Retirement Advisor® (ARA) credential must earn 72 hours of CPE each three-year cycle with at least 24 hours in elder-care issues (such as retirement, asset management, Social Security, Medicare, long-term care, or trusts and estates); plus 4 hours in ethics. The remaining hours can be in accounting, taxation, finance, technology, business law or subjects that relate to your particular area of practice or employment.

CPE requirements are prorated for those who earn an ACAT credential in after the start of a reporting cycle.

Certification Mark, Logos, and Badges

After meeting all eligibility requirements and passing the examinations, individuals may use their ARA credential in all correspondence and professional relations. The credential is typically used after certificants' names following any academic degrees and before the licensure designation.

The certification mark(s), logo, and badge may be used only as long as certification is valid.

The certification mark, logo, and badge are the property of the Accreditation Council for Accountancy and Taxation. Permission to use the certification mark, logo, and badge is granted to credentialed persons at the discretion of the Board of Directors, for permissible uses only.

STUDY MATERIALS

ARA Prep

The examinee is responsible for reviewing the appropriate blueprint. The exam blueprint is representative of the most frequently cited references in the development of the ACAT exam. Please note that it does not provide an inclusive listing of all references used to build the exam, but the information provided does represent the core of the exam content. As with any preparation materials, knowledge of suggested preparation materials does not guarantee one will pass the exam; rather, it represents guiding information for preparation in advance of test completion.

The ARA Study Materials are currently under review. We recommend reviewing the [ARA Exam Blueprint](#) to help identify avenues to prepare for the ARA exam.

ACAT TESTING INFORMATION

ACAT exams are offered at Scantron Testing Centers across North America twice a year as computer administered exams. Exams can also be taken at home through Live Online Proctoring (LOP). Before opting to take the exam through LOP please carefully read the hardware/software requirements document linked [here](#).

Exam Registration

To register, go to <https://www.acatcredentials.org/become/step3>.

Ideally candidates will register for exams 1–2 months prior to the desired exam window.

If you are scheduling your exam after the window opens, there is a \$50 late fee and there may be limited testing availability.

Exam registration closes two (2) weeks prior to the end of the exam. Once registered, you have up to 3 exam windows to schedule and take the exam.

Once registered, you will receive a Notice to Schedule/Eligibility Notice email, no earlier than 45 days prior to the testing window, from Scantron providing instructions to submit a scheduling request. Once you submitted, you will receive a Confirmation Notice from Scantron via email. This information will include your exam date and time reservation; the address and driving directions to the chosen testing site as well as instructions regarding arrival time; what to bring and not to bring; the rescheduling policy; a link to a generic sample test that demonstrates Scantron's online testing software, PASS, and other important information.

Rescheduling and Cancellation

You may reschedule or cancel your testing appointment up to four (4) business days in advance of your testing appointment. Reschedule/cancellation requests are not accepted within four (4) business days of your scheduled testing appointment. A \$50 fee will apply; the fee must be paid online at the time of the request. In the event of a "no show", the candidate will forfeit the full exam fee.

Exam Fees:

Full ABA Exam Fee Practice 1 and 2: \$400

One Part ABA Exam Fee Practice 1 or 2: \$250

ATP, ARA and ATA Exam Fee: \$250

Please note that these fees are for the exams only.

Special Accommodations:

In accordance with the requirements of the Americans with Disabilities Act (ADA), the Scantron testing center will make arrangements for individuals with special needs upon written request from candidates and approval from ACAT at least 30 days prior to the candidate's testing appointment date.

ACAT does not discriminate and offers reasonable accommodations to those with disabilities. There is a place on the registration form to notify ACAT of your needs so we may accommodate you.

Exam Registration Contact Information:

Accreditation Council for Accountancy and Taxation

Phone: 888-289-7763 • Fax: 703-549-2984 • Web: www.acatcredentials.org

Email: info@acatcredentials.org

What happens on the day of the exam?

Please report to your exam location at least 15 minutes prior to your scheduled testing time.

You must bring your confirmation notice and a current, government-issued photo identification with signature (original driver's license, immigration card, passport, state ID card, or military ID card). You will NOT be admitted without proper identification. Your first and last name on your confirmation notice must match the first and last name on your identification exactly. If you have more than one last name listed on your government-issued photo ID, the same last names must be reflected on the confirmation notice. If you have a hyphenated last name, it must be hyphenated on both the identification and on your confirmation notice in order to be admitted. Presenting name change documentation (marriage license, etc.) at the testing center is not acceptable. Name change documentation may be submitted to Scantron at least one week prior to your testing appointment if needed.

Food and beverages are not allowed in the examination area. All personal items including books, notebooks, other papers, all electronic equipment (i.e. cell phones, cameras, etc.), bookbags, coats, etc. are not permitted. The proctor will provide a dry erase board for making notes or scratch paper and a pencil.

A list of prohibited items and more information is on the confirmation notice from Scantron.

You should receive your exam scores 4–6 weeks after the end of the exam window. Test results are confidential and will not be released to anyone without your written permission. ACAT securely stores exam results indefinitely.

After receiving your scores, ACAT will send the applicable candidates credential activation forms. Credential activation forms must be returned with a \$50 payment for candidates to officially be accredited.

Maintaining Credentials

Renewal is not automatic. Credential holders maintain accreditation through:

1. payment of annual renewal fees;
2. compliance with ACAT's mandatory Continuing Professional Education (CPE) requirements; and
3. adherence to ACAT's Code of Ethics and Rules of Professional Conduct.

Annual Renewal Fees

Annual renewal fees are due by June 30th each year, regardless of when the credential is earned. The exam fees do not include renewal fees.

For more information on renewal fees, go to www.acatcredentials.org.

Continuing Professional Education Requirements

ACAT CPE reporting cycles always begin on July 1 and end on June 30 and run for three years. The current CPE cycle will conclude on June 30, 2023. CPE requirements are prorated for those who earn an ACAT credential in after the start of a reporting cycle.

Credential holders who have more than one credential need to have total hours of CPE for the credential with the highest requirement – not the combined number of hours.

ACAT conducts periodic random audits to ensure that credential holders remain in compliance. If you have not earned the required CPE at the end of a cycle, you may apply for a 6-month extension of time. If you do not complete and report your CPE hours, your credential will be suspended.

Once your credential is suspended, you will have a limited amount of time to meet the qualifications for reinstatement.

Reinstatement

If you do not pay your renewal fees, fail to meet your CPE requirements or do not adhere to Code of Ethics, your ACAT credential(s) will be suspended/no longer considered valid and your certificate(s) will need to be returned to ACAT. You have five years from the date of suspension to request reinstatement. Accredited status may be reinstated by submitting the [reinstatement form](#) and fees, with evidence of the completion of acceptable continuing education.

CPE required to reinstate:

- ABA is 40 hours over the last 12 months, 8 of which must be in accounting and related subjects and 3 must be in taxation.
- ATA is 30 hours over the last 12 months in taxation and related subjects and in ethics.
- ATP is 24 hours over the last 12 months in taxation and related subjects and in ethics.
- ARA is 24 hours over the last 12 months in eldercare issues, taxation and related subjects and in ethics.

* these CPE hour totals represent 1/3 of a credential holder required CPE over 3 years.



Code of Ethics

ACAT's Code of Ethics and Rules of Professional Conduct are among the highest standards of practice in the financial and taxation profession. Compliance with this standard of professional integrity is required of all those with accreditation. A code of ethics is sent to all credential holders and is also on the ACAT website at www.acatcredentials.org.

ACAT provides credential holders with toolkits to promote and increase your professional value!

Toolkits include: logos, badges, and printable/online client flyers that explain what your credential means and how you earned it. Credential holders are also able to order certificates online.

1330 BRADDOCK PLACE, SUITE 540, ALEXANDRIA, VA 22314
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