

## 1. APPLY FOR BEAC CERTIFICATION

An application is required prior to registering to take a BEAC certification exam. (The only exception is the Responsible Care® exam; those who choose not to apply for certification through BEAC can register for the “Exam Only” option.)

You have five years to complete all requirements and achieve certification. Detailed instructions for the application process are included in other sections of the applicant handbook.

## 2. REGISTER FOR THE EXAM

Once your application has been received and processed, you can register for the BEAC exam in the program to which you applied. While all supporting documentation is required in order to complete the certification process, **you may register and take the exam before submitting all other required documentation.**

You can register for the exam on the BEAC website, [www.beac.org](http://www.beac.org) at Certification / Exam Registration. All of the BEAC certification program examinations are presented on a three-part module basis:

- Part 1 (multiple choice);
- Part 2 (multiple choice and/or short answer);
- Part 3 (essay).

### EXAM EXEMPTIONS:

Applicants holding the following certifications are exempt from Part 1 of any of the BEAC exams: **CIA, CPA.**

Part 1 is the same for all certification programs, therefore an applicant who passes Part 1 of one certification program exam may be exempt from Part 1 of any additional certification program exams they apply for, within five years.

Applicants holding the following certifications are exempt from Part 2 of the BEAC Health & Safety exam: **CSP, CIH, CRSP**

Applicants holding the following certification are exempt from Part 2 of the BEAC Environmental Compliance exam: **CHMM**

Your registration for an exam part will be valid for **one year** from the date that the registration is processed at BEAC. Each registration allows you to sit for that exam part one time. It is your responsibility to schedule an appointment for the exam during that period and to sit for the exam during that time.

**Note:** *If you have a documented physical or medical condition that requires modification to the normal test administration conditions, you must contact the BEAC office at 407 831 7727 for information on how to apply for special accommodations. Requests for test administration modifications will be processed as quickly as possible but may take 30 days or more to arrange. Available special accommodations with no extra charge include a large key keyboard and a*

*track-ball mouse. Other special accommodations available at additional cost are extended appointment time, private room, human reader, human signer, human recorder, and extended breaks.*

### 3. SCHEDULE THE EXAM

Scheduling is the process for you to make an appointment to take a BEAC exam or part of an exam. You can reserve a testing station, at the location and time that you wish to take your examination. You can also arrange to take the exam at the BEAC office, either online or a paper / pencil exam. BEAC may also offer proctored paper / pencil or online exams at conference sites from time to time. Applicants will be notified by email when a special exam event is scheduled, and the information will be included on the BEAC website.

**Note: You must schedule an appointment and take your exam within one year from the day that your exam registration is processed at BEAC.** After one year, your registration will expire, you will forfeit your exam registration fee, and you will be required to register and pay the exam fees again. BEAC, McCann Associates, and ACT are not responsible if you do not schedule an appointment before your registration/authorization expires.

BEAC has contracted with McCann Associates to deliver the BEAC exams online through ACT test centers and other BEAC proctored sites. BEAC will forward your registration approval to McCann, and you will receive an email from ACT advising you that you are eligible to schedule your exam with ACT and instructions on how to do this.

The registration confirmation email will read as follows:

Hello <First Name> < Last Name>:

You are registered to take the McCann – BEAC <x> Part test at an ACT Center.

To schedule your test, go to: <https://testregistration.org/rsp/?realm=75998101>, and enter the username and password below.

Since seating is on a first come, first served basis, it is best to schedule early to ensure your choice of appointment time and location. You must schedule your testing appointment at least 2 business days prior to the desired test date.

Note: Your appointment length includes 30 minutes of sign in/out “pad” time in addition to the length of your exam.

Your Username: <Username>

Your Password: <Password>

Thank you.

You may schedule your exam at any ACT test center at any time that the center has an available testing station for you. There may be other examinees from a wide variety of certification programs who are also taking their exams at ACT testing centers. Appointments are made on a first-come, first-served basis, according to availability of testing stations. Centers can fill up, so if you do not schedule early, you may have to either delay your exam or select a different testing center. To increase the likelihood that you will receive your first choice of date, time, and location, you should contact ACT to schedule **at least 30 days** before your desired exam date.

The following appointment scheduling options have been set up through McCann Associates and ACT test centers:

- Two hour
- Four hour
- Six hour

ACT centers add 30 minutes of time to each appointment for sign in/out activities.

Depending on how many exam parts you will be taking, you will have several scheduling options available. For example, if you are required to take 3 exam parts, you will have the following options:

1. Schedule a separate two hour appointment for each exam part. You would need to sign out and in for each appointment. You might be required to take exam parts on different days, and you can choose this option if you prefer to take each exam part on separate dates. You will receive a **separate email** from ACT for each part, each indicating “You are registered to take the McCann – BEAC 1 Part test at an ACT Center.”
2. Schedule a four hour appointment to take two exam parts, and/or schedule a separate appointment for the third exam part. This could be done on two different dates. You would need to sign out and in for each appointment. You will receive a separate email from ACT for each part. The four hour appointment email will read: “You are registered to take the McCann – BEAC 2 Part test at an ACT Center.”
3. Schedule a six hour appointment to take all three parts. NOTE: No break time will be allotted in between *any* of the exams, but you may have time in between each exam module to take a brief break. You will receive **one** email from ACT for, indicating “You are registered to take the McCann – BEAC 3 Part test at an ACT Center.”

**Note that the terms used by ACT (i.e. “1 Part test”) are different from BEAC’s terminology for the different exam segments.** ACT considers a two-hour exam segment as a 1 Part exam, a four-hour exam segment as a 2 Part exam, and a six-hour exam segment as a 3 Part exam; this is different from BEAC’s reference to Part 1, Part 2, Part 3.

The default set-up for someone required to take all three parts is a six hour appointment; if you prefer to schedule a separate two hour appointment for each part, please notify the BEAC office. *Experience has shown that it is much easier to schedule three 2-hour appointments than one 6-hour appointment.*

## TEST CENTER SCHEDULES

Most ACT test centers are open five or six days per week during normal business hours, based on local conditions, throughout the year. You can schedule your exam at any time

that the ACT site is open and has testing stations available.

### **TEST CENTER LOCATIONS**

You will be allowed to take your exam at any ACT testing center in the United States, with some limited availability in Canada, regardless of whether the testing center is located in your hometown or country. To locate the testing centers nearest you, visit the ACT site <http://www.act.org/actcenters/index.html> and click on “Locate a test center.”

### **APPOINTMENT CONFIRMATION LETTER**

Upon completion of the scheduling process, ACT will email an exam appointment confirmation to you, which will confirm your appointment and provide information about the location of the test center. Print this letter and take it to the test center with you when you go to take your exam.

### **CHANGES TO YOUR APPOINTMENT**

Once you make an appointment, you will be allowed to re-schedule your exam without penalty 3 or more calendar days prior to your appointment. If you do not cancel at least 3 days in advance and do not appear for your exam at your scheduled location on your scheduled date and time, you will be considered a “no-show,” and you will be charged a penalty to reschedule your appointment.

### **TEST CENTER CLOSINGS DUE TO WEATHER OR OTHER EMERGENCY**

If severe weather or other local emergency requires a test center to be closed, every attempt will be made to contact you. However, if you are unsure if your test center is open on the day of your exam, you should call the ACT Center where you have scheduled your appointment. If the center is open, it is your responsibility to keep the appointment. If the center is closed, you will be given the opportunity to reschedule without penalty.

## **4. TAKING THE EXAM**

### **ARRIVE AT THE TEST CENTER EARLY**

The ACT exam appointment confirmation letter will provide you with the location of your testing center. Plan your travel carefully so that you will arrive at the test center at least 30 minutes before the scheduled appointment time. If you arrive at the test center less than 30 minutes before your scheduled appointment, you may be denied access to the test center and considered a “no-show.”

You will not be admitted to the test center if you arrive after your scheduled starting time. If you are considered a “no-show” you will be charged a penalty to reschedule your appointment.

### **BRING YOUR ACT EXAM APPOINTMENT CONFIRMATION WITH YOU**

You should bring the exam appointment confirmation email that you received from ACT with you to the testing center. This letter contains important information that will allow the test administrator to locate your record and be able to admit you to the exam.

## BRING PERSONAL IDENTIFICATION

BEAC, McCann Associates, and ACT employ very strict security measures. One level of security involves your identification. **You must present at least one form of valid government-issued identification bearing a photo.** Acceptable forms of official photo identification include:

- Driver's license with photo
- Passport
- Military ID
- Police ID
- State ID
- Resident alien ID
- Federal Employee ID

ID cards with a physical description but no photo generally are not acceptable. IDs are only valid through the expiration date printed on them. No photocopies or faxes will be accepted.

**If you do not present acceptable identification, you will not be allowed to take your exam and you will be considered a "no-show" even though you appeared at the exam site.** If you are considered a "no-show" you will be charged a penalty to reschedule your appointment.

## CHECK IN FOR YOUR TEST

Here is what to expect when you arrive at the test center:

1. The test center administrator will show you where to store your personal items. Examinees are prohibited from bringing certain devices into the testing area and will be required to store personal belongings during testing. Access to this storage is limited and examinees are encouraged not to bring personal belongings to the center. Devices that will not be allowed into the testing area include (but are not limited to) cell phones, photographic devices, video or audio recording devices, programmable digital assistants, pagers, briefcases, purses, backpacks. Watches and eyeglasses may be subject to inspection. Do not bring anything to the test center unless it is absolutely necessary. Neither test center personnel, ACT, McCann Associates, or BEAC will be responsible for lost or stolen items.
2. The administrator will provide you with a copy of the Examinee Agreement and Sign-In (EASI). You must accept the terms of this agreement in order to take an exam at an ACT test center. A sample of the EASI is attached.
3. You must provide one form of acceptable identification (see above). The administrator will verify that the name on the identification matches the name on the exam registration. You must keep this identification with you at all times during the exam. If you leave the testing room for any reason, you will be required to show your identification to be re-admitted.
4. The administrator will verify that your signature on the EASI matches that on your identification.
5. A digital photograph of your face will be made.
6. You will be offered an erasable note board and marker on which you can take notes during

the exam. You must return this to the administrator prior to leaving the test center. You cannot take any notes from the test center.

7. You will be seated at a designated workstation.
8. The proctor will log you in, and the test will be launched.
9. Your test will start within 30 minutes of the scheduled start time. If circumstances arise (other than candidate error) which delay your session more than 30 minutes, you will be given the choice of continuing to wait or rescheduling your appointment.
10. If you need to leave the testing room for any reason, you will be required to sign the test center log and show your identification when leaving or re-entering the testing room.
11. You will not be allowed to bring any food or drink into the testing room.

If you encounter ANY computer problem, report it immediately to the exam proctor.

### BEGIN THE EXAM

The log-in screen will show which exam parts you are registered to take. You will need to click on the exam part to begin.

Once you begin the exam, the computer screen has a built-in timer to let you know the time remaining to complete the exam. The time allotted for each exam part is as follows:

EXAM SPECIALTY AND PART		FORMAT	TIME ALLOTTED
Part 1	Auditing Standards & Principles	131 multiple choice questions	2 hours
Part 2	Environmental Compliance	120 multiple choice questions	2 hours
Part 2	Health & Safety	152 multiple choice questions	2 hours
Part 2	Management System	60 multiple choice questions and 7 short answer questions	1.5 hours 0.5 hours
Part 2	Responsible Care®	60 multiple choice questions and 7 short answer questions	1.5 hours 0.5 hours
Part 3	Environmental Compliance	4 essay questions	2 hours
Part 3	Health & Safety	4 short answer and 4 essay questions	2 hours
Part 3	Management System	4 essay questions	2 hours
Part 3	Responsible Care®	3 essay questions	2 hours

### MULTIPLE CHOICE QUESTIONS

- Click the “Begin” button to start your test.
- Read each question and the answer choices and select the best answer. You may need to scroll to see all of the answer choices.
- Click on the button next to the correct answer. If you change your mind simply click on a different answer button.

- If you want to come back to a question, click the “Bookmark” box in the bottom left corner. You can also skip a question and return later. All questions that are bookmarked or skipped are listed at the end, for you to return and complete.
- When you are sure that you are finished, click the “Final Submit” button. You will not be allowed to return to the exam after Final Submit.

### SHORT ANSWER AND ESSAY QUESTIONS

- Click the “Begin” button to start your test
- You can review all of the short answer or essay questions before beginning your responses.
- Click on "Start" next to a question in order to read it.
- After reading the question, select "Save and Finish Later" to return to the question menu. Then click “Start” for the next question. You can continue to review questions in this manner until you are ready to submit.
- A question may have multiple parts that require response. You may want to copy and paste the question components into the answer space to facilitate your response. (To copy, highlight the section you wish to copy, press and hold Control and hit C, move the cursor in the answer section, then press and hold Control and hit P to paste.)
- You will be able to use a Spell Check function if you wish, and also change the font type and size for your response.
- Please review all of your answers prior to selecting "Final Submit". Once you select "Final Submit" you will not be allowed further access to the questions.

### BREAKS

**There are no scheduled breaks during the exam.** You are allowed to take a restroom break, but any time taken for breaks counts towards the overall time allotment for that exam part. You will need to check out/in with the exam proctor if you leave the testing room.

## 5. FINISHING

When you finish the exam, leave the testing room quietly, turn in your note board, and sign the test center log. The test center staff will dismiss you after completing all necessary procedures. Please do not ask the proctors any questions concerning the exam contents or exam scores as they will not be able to assist you.

### COMPLETE A POST-EXAM SURVEY

In an effort to enhance the testing experience for future candidates, BEAC and the test center rely on feedback from current candidates. At the completion of the exam, BEAC will send you an email with a link to a feedback survey. Your responses will be confidential.

### SCORING

Your multiple choice score is based on the number of questions that you answer correctly. Each scored question contributes equally to your final test score. There is no penalty for incorrect responses or guessing, so it is to your advantage to attempt to respond to every question in the exam. Short answer and Essay questions are graded by two independent graders.

**You will not receive your exam scores at the ACT test center.** Your exam results will be mailed to you from BEAC in approximately 4 – 6 weeks. An overall average score of 70% is required to

pass the BEAC exam. Your overall score is calculated as an average of all exam parts you are required to take, and will be calculated once you have taken all required exam parts.

### **RETAKING EXAMS**

If you do not achieve an overall passing score of 70% on all of the required exam parts, you are required to only retake those parts that you did not pass. You can register to retake the exam part(s) and schedule your new test appointment as per the regular exam registration process. You are not required to wait to register. There is no limit to the number of times a candidate can retake the exam, however you must achieve an overall score of 70% within five years of submitting your application.

### **EXAM MISCONDUCT NOTICE**

ACT test center staff is trained to watch for unusual behavior and incidents during the exam. Exam sessions are audio/videotaped to document the occurrence of any unusual activity, and candidate misconduct will be reported to BEAC for investigation.

If you violate any of the testing rules, attempt to remove test items from the center, or are disruptive to other candidates, your exam may be terminated and/or your test scores invalidated.

BEAC considers candidate misconduct related to the certification process a serious breach of the BEAC Code of Ethics, and incidents of candidate misconduct will be referred to The BEAC Ethics Committee for action. Actions by BEAC's Ethics Committee may include invalidation of exam results, or disqualification from participation in all BEAC certification programs (current and future). If evidence of misconduct is discovered after a candidate has been awarded BEAC certification, the certification may be revoked. BEAC may also take other actions to the extent permitted by law.

### **REPORTING EXAM CONCERNS**

If you have questions, comments, or concerns regarding the testing experience or with exam questions, please e-mail them to [info@beac.org](mailto:info@beac.org). The BEAC Examination Committee will review all comments provided regarding exam questions, and will take them into consideration in future exam development / improvement.