

Online CPC Exam FAQs

ABOUT THE EXAM

Q. What are the requirements for taking the online CPC exam?

A. You must meet the following requirements to take an online exam:

- Have a current AAPC membership
- Purchase an online CPC exam voucher, or complete the transfer request for your in-person voucher to online
- Your computer must pass the [minimum system requirements](#)
- You will be required to use an external webcam that can be placed to show:
 - Your face
 - Your hands
 - Your keyboard
 - The area surrounding your keyboard (about 10 inches)

Q. What books can I use for the online CPC exam?

A. You will only be allowed **three** coding books on your desk (one of each type listed below). Online proctors will do a thorough review of your books before you begin the exam. It is highly recommended that you use current year books on your exam.

- 2021 **or** 2022 AMA CPT version only
- 2021 **or** 2022 Your choice of ICD-10-CM
- 2021 **or** 2022 Your choice of HCPCS

Note: Printed guidelines will not be allowed during the online exam

Q. What can I have in the room with me during the exam?

A. Along with the three coding manuals above, you may also have a drink on your desk, a whiteboard, dry erase marker, and eraser. You will be required to show your clean whiteboard (front and back) to your proctor before the exam and after the exam.

Q. How many attempts will I get for an online exam purchase?

A.

Exam	Price
Students (2 take)	\$ 425.00
Students (1 take)	\$ 325.00
Standard (2 take)	\$ 449.00
Standard (1 take)	\$ 349.00
Specialty (2 take)	\$ 399.00
Specialty (1 take)	\$ 299.00
CIRCC (2 take)	\$ 450.00
CIRCC (1 take)	\$ 400.00

Q. How many attempts will I get for an in-person CPC exam voucher transfer to online?

A. Members transferring to the online exam will receive 1 attempt at a lower cost than the standard 2 attempts in person voucher. For members with open exam vouchers, the voucher can be transferred to online.

Example 1: You have already purchased 2 live exam vouchers – if you choose to convert to online, you will get **one** online attempt and a credit minus the \$299.00 will be provided on your account.

Example 2: You completed our online course and have received a 2-attempt in-person voucher, you will get two attempts online

Example 3: You already have unlimited vouchers – you will be provided **two** additional online attempts.

Q. How will the test be administered?

A. Blackboard will be utilized to take the exam with our partner Examity, proctoring the exams online.

Q. How do you prevent people from cheating (using Google, cell phone, etc.)?

A. The integrity and security of our exams continue to be our focus. With the combination of AI and a very low ratio of 1 proctor per 2 examinees, we have closer monitoring than with live exams.

Important Note! Any member who violates our code of ethics by cheating will lose their credential(s) and will not have the opportunity to sit for any future AAPC exams.

Q. How will I schedule my exam?

A. Scheduling will happen directly through Examity after the online exam voucher has been applied to your AAPC account.

Q. Can I see my scheduled online exam and exam results in the My AAPC app?

A. Not currently. While we work to enhance the app with information from the new online exam, please use the member area under My AAPC>Exams to see your scheduled exam details and results.

Q. What is the online exam cancellation and rescheduling policy?

A. If you cancel or reschedule your exam date/time **prior to** 24 hours before the start of your exam, there will be no fee. If you cancel or reschedule **within** 24 hours or less, Examity will charge a \$30 fee for each occurrence. This fee must be paid through Examity to reschedule your exam.

Q. What is the no-show policy for online exams?

A. If you do not show up to your scheduled exam OR you do not meet the requirements to take the exam, Examity will charge a \$30 fee for each occurrence and your exam may not be rescheduled until paid.

TAKING THE EXAM

Q. Will the exam still be 4 hours?

A. The exam has been split into two parts with a maximum time limit of 2 hours per part. The two exam parts can be scheduled on the same day at different times or on different days if you prefer.

Q. If I have extra time from Part 1 of the exam will I be able to use it on Part 2?

A. No, extra time does not carry over. The two exam parts are considered separate tests, and each will have a time limit of 2 hours.

Q. Can I skip questions and come back to them?

A. You can skip questions or move back and forth between questions **within each part of the exam** (part 1 or part 2). However, once you submit that part, you will not be allowed to go back to it.

Q. What type of questions will be on the exam?

A. The online exam follows the same criteria as the in-person CPC exam. See the breakdown of areas and number of questions here: <https://www.aapc.com/certification/cpc/>

EXAM RESULTS

Q. Will I receive my exam results immediately?

A. We want to ensure the accuracy and quality of the exam. Exam results will be available within 5 business days of completing the second part of the exam. Results will show in the member area under MyAAPC>Exams in the exam details.

Q. Will Areas of Study be available when I get my online exam results?

A. Not currently. Once both parts of the exam are completed you will receive a Pass/Fail and an overall score. If you would like areas of study, please contact support <https://www.aapc.com/contactus.aspx>.

GENERAL QUESTIONS

Q. Will online exams be offered for credentials besides CPC?

A. This was a monumental effort on the part of the AAPC team to get CPC exam online and this will be the only credential offered at this time. After evaluating the success of the CPC exam, if others become available, we will notify members.

Q. Is this option also available in other countries?

A. Yes, this option is available worldwide.

Q. Will ADA accommodations be made for this online CPC exam?

A. Yes, ADA accommodations are available for online examinations. To apply for accommodations please complete the form [here](#). Please allow up to 3 weeks for processing. ADA approval is good for one year from the date of approval.

Q. Will online exams be a permanent offering?

A. Yes, AAPC took our most highly sought-after credential and created an online solution. We will closely monitor the results and success of the online exam to determine how to move forward.

Q. Will our Local Chapters still be administering exams once COVID-19 restrictions are lifted?

A. Yes! As soon as states and facilities begin to safely allow groups to gather, Local Chapters will be needed more than ever to host exams to meet demand, particularly for those members whose exams have been cancelled recently.