

Before Registering for the Test

Each candidate must have a user account to register for the PCAT. To set up a user account or access an existing account, click “Log In” in the blue box on the upper right side of the website www.PCATweb.info.

First-Time Users

If you have never created a user account on our website, you will need to click the “Create User Account” link on the Log In screen to create one. You will receive a confirmation email once the account is created. Please note that creating an account is not registering for the PCAT. For registration instructions, see “Registering for the Test” in this booklet.

Returning Users

If you have previously created a user account on our website but do not remember your log-in information, use the “Forgot User Name?” and “Forgot Password?” links to have the information emailed to you.

Registering for the Test

- Please note that all notifications are sent to the email address listed on your PCAT account.
- Register early. Seating is on a first-come, first-served basis for scheduling at a Pearson VUE Test Center.
- THERE ARE TWO DEADLINES. If you meet the “Registration and Schedule” deadline, you will likely get your preferred testing date, time, and location. If you wait until the “Late Registration and Schedule” deadline, you will be charged additional fees, with no guarantee that you will get your preferred testing date, time, or location.
- **After you complete your registration, you cannot reschedule to a different testing window.**
- You must indicate your need for special accommodations at the time of registration, prior to checkout. You cannot add a request for accommodations to an existing registration. If you are requesting accommodations in accordance with the Americans With Disabilities Act of 1990 (ADA) or the ADA Amendments Act of 2008 (ADAAA), see “Accommodations for Candidates With Disabilities.” Please note that you cannot schedule your test with a Pearson VUE Test Center until this paperwork is received and approved.
- For information on mailing payments and documentation, see the “Contact Us” section on pages 2–3 of this booklet.
- For information on testing windows and deadlines, go to www.PCATweb.info.
- You can only register and schedule for one test date per testing window. If you would like to test more than once during the current testing cycle, you need to register and schedule for different testing windows.
- During registration, identify the three recipients of your PCAT scores. After you complete registration, you **cannot** change or delete your selected score recipients.
- If you are designating a PharmCAS school, choose code 0104. Please confirm with your selected school recipients that they are PharmCAS members before you register to take the PCAT.
- Choose a testing window that ensures your transcripts will be received before the pharmacy program’s registration deadline.
- You can change your personal information on your PCAT account only **before** the “Late Registration and Schedule” deadline for your testing window. Documentation for any changes must be emailed to Scoring.Services@Pearson.com.
- Information on fees can be found in “Fees and Special Services” and the “PCAT 2017 Fee Schedule” at www.PCATweb.info.

- If you decide to not show up for a PCAT exam that you have registered for and scheduled, you need to cancel your seat at the Pearson VUE Test Center (www.pearsonvue.com/pcat) AND cancel your registration on the PCAT e-testing site (<http://tpc-etesting.com/pcat/>) by the cancellation deadline to receive a partial refund. If you were approved for a special accommodation, you must call Pearson VUE Accommodations at 1-800-466-0450 to cancel your seat before canceling your registration. Please note that your absence is not reported to any schools.

How to Register

- Register online at www.PCATweb.info.
- Payment must be made with a valid credit card drawn from a U.S. bank.
- For your payment to be processed, your billing address must match the address associated with the credit card letter for letter.
- Enter your first and last names and address **EXACTLY** as it appears on the primary ID you will be presenting at the Pearson VUE Test Center when you take the PCAT. (See the section “What You Need to Bring With You on the Day of the Test” in this booklet for lists of acceptable primary and secondary IDs.) It is important that you do not use a nickname or other name that does not **EXACTLY** match the identification you present.
- **If your first and/or last names do not match your primary ID exactly, you will not be admitted to the test, no refunds will be issued, and your registration will not be moved to another test date within the same or a different testing window. There are no exceptions to this policy.**

Sixth Registration or More

After sitting for the PCAT five times, restrictions may be placed on any subsequent registration, and you may be required to submit additional documentation to support your registration request.

- If documentation is required, you will **NOT** be allowed to register for the PCAT until sufficient documentation is received and you are notified of approval to test.
 - Documentation, if required, must include your name and PCAT Candidate Identification Number (CID), an explanation of the special circumstances that require you to take the PCAT again, and one of the following:
 - A copy of a completed and submitted application to a pharmacy school or to PharmCAS for the upcoming academic year and a transaction confirmation from the institution
- OR
- A letter on official school stationery from a pharmacy school, administrator, or faculty member recommending that you take the PCAT as well as verifying that you are applying to a pharmacy school for the upcoming academic year

Pearson will review and respond to your written request and documentation within 10 (ten) business days of receipt. Please note that heavy volume may delay the ability to reply within that time frame, so we recommend that a candidate submit documentation well in advance of an examination. Pearson has the right to deny you the ability to test based solely on your previous test administrations.

If your subsequent registration is denied, you can appeal by contacting PCAT Customer Relations (Scoring.Services@Pearson.com). Please use “PCAT Denied” as the subject line and include your PCAT CID and Name in the correspondence.

If you take the PCAT test more often than allowed, your scores from each unauthorized test administration will be withheld or canceled and your entire test fee is forfeited. You also may be prohibited from future PCAT testing and subject to other actions. This policy has been established to ensure the validity and security of the PCAT exam. PCAT Customer Relations representatives are not authorized to waive or modify the retest policy for any reason.

Registration Confirmation

- Immediately after your online registration is received and your credit card payment is processed, you will receive an email notice with information about accessing your Registration Confirmation and how to schedule your appointment to take the PCAT at a Pearson VUE Test Center.
- The Registration Confirmation verifies that you have successfully registered to take the PCAT. Until you have successfully scheduled your testing date, time, and location with Pearson VUE, your two-step registration process is not complete.
- If there is an error in your name on the Registration Confirmation, you must contact PCAT Customer Relations no later than the “Late Registration and Schedule” deadline for your testing window. Make sure to verify that your first and last names exactly match the primary form of ID you will be presenting on test day (no nicknames).

Scheduling With a Pearson VUE Test Center

- Once you have received your Registration Confirmation email, it is strongly suggested that within 24 hours you schedule your preferred testing date, time, and location to take the PCAT at a Pearson VUE Test Center. If you delay scheduling with Pearson VUE, you are less likely to get your preferred testing date, time, or location. Please note that you cannot schedule an appointment with Pearson VUE until you have received your registration confirmation.
- To schedule your preferred testing date, time, and location, go to www.pearsonvue.com/pcat and click “Schedule Online.”
- Be sure to have your PCAT CID available as you will need it to schedule.
- If this is your first time taking the PCAT, you will need to click “Create a web account” to verify your personal information and then create a user name and password within the Pearson VUE scheduling site. You will receive a web account confirmation email once you finish this process.
- If you have previously taken the PCAT, you need to enter your Pearson VUE user name and password to schedule your preferred testing date, time, and location. Please note this may be a separate login from the one you used to register and pay for your exam.
- After you have logged in, you must first confirm that your personal information is displayed correctly. (This information is not editable through Pearson VUE. Your email address can be