



NACVA

MEMO

TO: Business Valuation Training Center Attendees

FROM: Amanda Villa
Exam Facilitator

SUBJECT: CVA/AVA Proctored Exam & Experience Requirement Case Study

Proctored Exam:

- You will receive your proctored exam results within 2 weeks via US Mail.
- Begin work on your case study immediately. Do not wait for your proctored exam results.
- Failing the proctored exam does not end the process, nor is it the end of the world!
- In the event of failure, you can retake the proctored exam in your area at a local online testing center.
- The Exam Facilitation Specialist will supply local testing center information and set it up for you upon your acceptance of a testing center, date and time.
- You may retake the proctored exam, if necessary, AFTER you have completed your case study.

Case Study Experience Requirement:

- Begin work on your case study right away.
- READ entirely your Peachtree Plumbing Case Study packet immediately in order to understand the requirements.
- Download your case study research materials as soon as possible, at least before your free 60-day trial expires.
- Submitting your own valuation report? Refer to instructions inside your case study packet.
- Your case study due date is stamped on your Transmittal Form inside your case study packet. This date is the same for everyone in your BVTC regardless of your actual proctored exam date.
- Need to extend your due date? Please use the form inside your case study packet.
- For more detailed information, refer to NACVA's Proctored Exam/Case Study Experience Requirement Policy inside your case study packet.