

**User Guide – ACCA FAQs  
Most frequently asked questions**

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**1. What is ACCA certification and who can enroll in the process?**

The ACCA Certification programme for individuals is a 2-step process. Part I is passing the exam and part II is then passing the logbook submission process. Upon successful completion of Part II, candidates are then fully certified.

Part I of certification (written exam) is available to all healthcare practitioners involved in acute cardiac care:

- doctors of all relevant specialties,
- all registered healthcare workers:
  - nurses,
  - paramedics,
  - all other healthcare professionals.

In order to apply to part II (logbook), the candidate should be a medical doctor, certified by their National Health Authority in cardiology, and training under supervision of nationally/locally recognised trainers in recognised centres.

**2. What is the exam format?**

The examination consists of 100-multiple choice questions (MCQs) based upon a clinical stem, and with 5 options, single best answer. It is run over 3 hours.

The questions will be theoretical and related to clinical cases and are designed to assess the knowledge of the candidate.

Answers will be filled-in on a pre-printed mark sheet.

### **3. How can candidates prepare for the exam?**

#### **Curriculum**

The ESC curriculum for Acute Cardiac Care defines the clinical, patient orientated training required from the acute care cardiologist. The curriculum includes a list of all the topics that need to be covered, subdivided into learning objectives, knowledge, skills, behaviour and attitudes. It also outlines the training requirements and certification process for accreditation in Acute Cardiac Care. This curriculum provides a framework for any training programme in Acute Cardiac Care. The revised ESC curriculum for Acute Cardiac Care (2014) can be accessed on the Certification webpage.

#### **Text book and syllabus**

We invite you to refer to the IACC textbook which covers the whole Acute Cardiac Care core curriculum, as well as the CoBaTrICE syllabus which details the requirements for training in intensive care at a European level.

#### **Preparatory session**

To prepare for the certification programme, a preparatory session will take place during the ACCA School, immediately before the exam.

### **4. How often do certification exams in ACCA take place?**

Certification exam in ACCA will be held twice a year.

### **5. How to register to the exam?**

You can register online via the ACCA certification [webpage](#), by clicking on the "Register now" button. This will lead you to a page where you will have to fill-in a pre-exam questionnaire. Upon completion of this questionnaire, you will then be redirected to a new page to submit your payment. Please make sure you select the right fee when registering (regular vs. member for i.e), as any error may slow down your registration process afterwards.

An email confirming your registration and including logistic information as well as your boarding pass will be sent to you within 10 working days after having submitted your payment. This email confirms that you have successfully registered to the exam. Ensure your MyESC account is up to date according to any email changes as this is essential in order to maintain correspondence links with the ESC certification office.

Please keep this boarding pass safe as you will need to present it on the day of the exam at the check-in desk. A reminder e-mail including the above information may be sent to you within 10 working days before the exam.

### **6. What happens if the candidate registered online but is unable to attend the exam?**

In the event that you wish to cancel your registration to the certification exam, written confirmation to [ESC Contact Us](#) is required. Details on the cancellation policy and refunds can be found [here](#).

### **7. How long does it take to get the results of the exam?**

Results of the exam will be sent by email (using the e-mail address provided when registering) within **2 months** of the candidate sitting the exam.

Ensure your MyESC account is up-to-date according to any email changes as this is essential in order to maintain correspondence links with the ESC Certification office.

### **8. What happens if the candidate fails the exam?**

Please note that there is no appeal process following written exam section of the certification process. The results are final.

However, if a candidate fails the exam, they will have the opportunity to re-sit a later session for a reduced fee. Further information on the fees can be found on the [webpage](#).

**9. What happens after the candidate successfully passed the exam?**

Upon passing of the exam, candidates will receive an ACCA certificate for completion of part I of the certification process.

This certificate states that candidates "have passed the examination of the Acute Cardiovascular Care Association".

Once candidates have passed the theoretical exam (Part I) they have the opportunity to apply for Part II of the certification (=full certification) and to submit a logbook within the next 24 months after having received their results. If the logbook is not sent by the deadline, the candidate will need to **re-sit the examination** and start the certification process from the beginning in order to complete full certification.

In order to be eligible to apply for ACCA Part II certification process, the candidate must:

- Be a medical doctor
- Be certified by their National Health Authority in Cardiology
- Be a member of ACCA.
- Have passed the written ACCA examination (Part I)
- Have a nominated ICCU/CICU Director to oversee their training during the certification process.

**10. How long does it take to get the results of practical assessment?**

Upon submission of your logbook, the ACCA Certification Office will review its content and forward it to the ACCA Education Committee for grading. Results are normally received within **2 months**.

**11. What happens after successful completion of the entire certification process (exam + logbook)?**

Upon successful completion of the entire certification process, candidates will receive an ACCA Level 2 Certificate. This Certificate has a lifetime validity and states that a candidate "Is fully certified in the Acute Cardiac Care Certification process"

**12. How much does it cost to register to the ACCA certification?**

Different fees apply depending on the date of enrolment of the candidate, whether they are an ACCA member, if this is the first attempt to take an exam and so on.

For further information on registration fees click [here](#).

**13. Can I register on site during ACCA School/ACCA Congress?**

You will be able to register on site during the ACCA School/ACCA Congress, however different fees will apply.

**14. Do I have to register to the ACCA School/ACCA Congress in order to take the exam?**

You do not need to also register for the corresponding congress if you don't want to attend it. However, you will only have access to exam facilities.

**15. Will I benefit from a reduced registration fee if I do not attend ACCA School/ACCA Congress?**

Exam registration fees are not related to Congress fees. They are based on membership and the fact that it is the first attempt to pass the exam. All fees can be found on the [ACCA](#) certification website.

**16. What do I need to bring the day of the exam?**

The day of the exam, you will need to bring your boarding pass (sent by email upon registration) and present a photo ID document to confirm your identity.