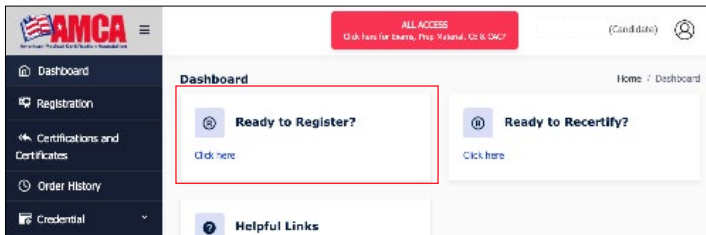


Candidate Registration Instructions

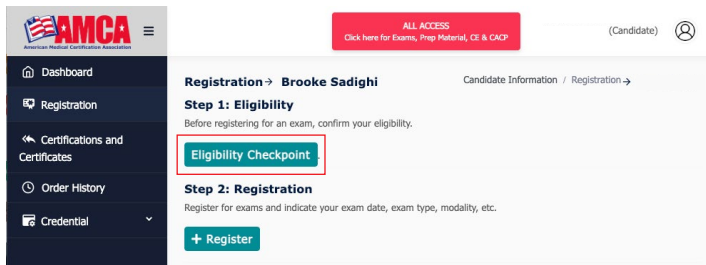
CONGRATULATION ON YOUR SUCCESS SO FAR! It is now time to register for your AMCA certification exam. AMCA is here to help with everything needed to register and prepare for your national certification exam. To get started [click here](#) to create a candidate's account. Continue with your new account credentials to log in, check your exam eligibility, and register.

ELIGIBILITY CHECKPOINT

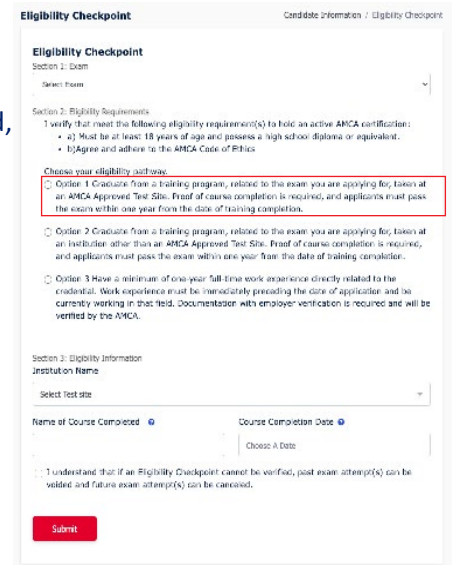
Click **Ready To Register** on your dashboard



Check your Exam Eligibility by clicking on the **Eligibility Checkpoint**



1. Section 1: Select Your Exam
2. Section 2: Choose your eligibility pathway
3. Section 3: Select Test Site, enter Name of Course Completed, and Course Completion date
4. Click **SUBMIT**



REGISTRATION

Once your eligibility status for the certification exam you wish to register for is marked **Approved** under the **Status** column, proceed to Step 2, Registration.

Click on **+ Register** on the Registration page

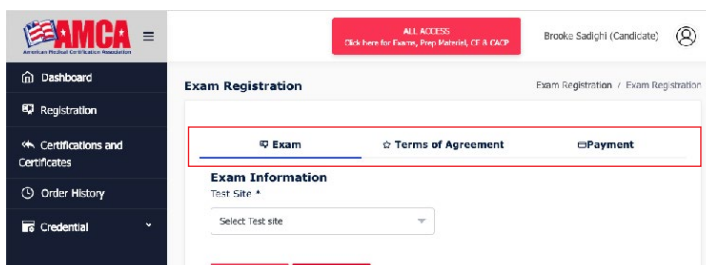
Once on the Exam Registration page, select **Test Site**

Exam Date (exam date is selected by test site)

Select exam that is marked **Eligible**
(Exam modality and proctor are pre-selected by Test Site)

Hit **NEXT**

Agree to AMCA's Terms of Agreement, refund, cancellation, reschedule policy, and **Opt-in** or **Opt-Out**



Proceed to **Payment Information**: Payment Option is pre-selected by the Test Site when scheduling the exam date. If the exam date is **Candidate Pay**, full payment must be submitted in order to complete your registration.

Thank You For Your Exam Registration!

You now have immediate access to your AMCA Prep Material. To access, login. Then click the red **All Access** button in the top right corner of the dashboard. You can access your prep material at any time from now until 11:59 PM the night before your scheduled exam.

LIVE REMOTE PROCTORING (LRP) ONLY

Your registration is not complete:
You must book your Live Remote Proctoring appointment (exam date and time) in order to complete this registration.



Please follow the necessary steps in order to select your time zone, exams date and exam time.

Candidate Registration Instructions

LIVE REMOTE PROCTORING (LRP) TEST CANDIDATES

WELCOME TO AMCA AND LIVE REMOTE PROCTORING

Thank you for scheduling your AMCA national certification exam. Your exam will be administered through AMCA's online platform, while being proctored with Live Remote Proctoring provided by ProctorU.

Please review our [LRP Candidate Experience](#) video, so you are fully prepared for your exam session. **Please be aware that Chromebooks, ipads and other tablets are not compatible.**

TO TEST YOUR EQUIPMENT, PLEASE DO THE FOLLOWING:

We highly recommend that you use the Test It Out feature for your equipment prior to your exam date. This feature will allow you to test your equipment, learn about what to expect during your proctoring session, and ask any questions you may have about the proctoring process with a ProctorU representative.

1. Go to www.AMCAexams.com and log in using the email and password you created upon registration.
2. Click the red **All Access** button in the top right corner of the dashboard. You will be redirected to the exam delivery portal.
3. Click the **Test It Out** link at the bottom of the screen.
4. For additional technical services needed before your exam, you can click on the button that says, **connect to a live person**.

NOTE: While support is available through ProctorU 24/7 when taking your exam with LRP, AMCA STRONGLY recommends scheduling your exam during AMCA's hours of operation which are as follows: Monday through Friday 8:30 AM EST-7:00 PM, EST; Saturday - 8:30 AM EST-4:30 PM EST.

HOW DO I ACCESS MY EXAM ON TEST DAY?

Go to www.AMCAexams.com and log in using the email and password you created upon registration.

1. Click the red **All Access** button in the top right corner of the dashboard. You will be redirected to the exam delivery portal.
2. Click **Write Exam** for the exam you are scheduled to take. This will connect you directly to ProctorU.
3. A countdown timer will be visible until your exam appointment time. You cannot launch the exam until the clock hits **Zero**

4. At your appointment time, your exam status will change to **Launch Exam**. Click this to begin the exam setup process.
5. You will be redirected to the ProctorU platform. You will run through a series of steps:
 - Complete computer system checks.
 - Download the LogMeIn extension.
 - Connect to a proctor.
6. Once you are connected to your proctor, they will ask you to show your government-issued photo ID, pan the exam room, and use a front-facing (selfie) camera on your phone or mirror to show your desk and monitor.
 - Once the room pan is complete, the proctor will release the exam, and you can begin testing.
 - Please note: This process does NOT count towards your examination time!
 - You are permitted to have a beverage in a clear, spill-proof container. No food is allowed.
 - Breaks are not permitted during your exam.

RESCHEDULE YOUR EXAM DATE WITH LRP

Exam Reschedule Policy

If a candidate wishes to reschedule an exam date, it must be done by the candidate using the Reschedule Form in their AMCA account. An exam can be rescheduled any time before, during or after an exam date.

- If a candidate reschedules an exam up until at least 14 days before the scheduled exam, no Reschedule Fees will be incurred. Additional fees will only be incurred if there is a change in exam modality from the original exam date.
- If a candidate reschedules an exam within 14 days but before the exam date, there will be a \$25 Reschedule Fee. Additional fees will only be incurred if there is a change in exam modality from the original exam date.
- If a candidate reschedules an exam on or after the exam date, there will be a \$25 Reschedule Fee. Additional fees will be incurred based on exam modality (\$0 for CBT, \$35 for LRP, 5% Processing Fee for PBT).

THANK YOU AND GOOD LUCK!

Candidate Registration Instructions

PREPARING FOR YOUR AMCA NATIONAL CERTIFICATION EXAM

EXAM PREP EMAIL PREP MATERIAL

Once your exam registration is complete, you can access your prep material by logging into your AMCA account at www.AMCAexams.com. Click the red **All Access** button in the top right corner of your dashboard.

COMMON QUESTIONS

WHEN DO I FIND OUT MY EXAM GRADE?

Computer-based scores are immediately displayed after submitting your certification exam. Your grade will automatically be added to your AMCA account where you can generate a transcript.

Paper-based scores will be uploaded into candidates AMCA portal within 21 days of receipt back at AMCA headquarters. An email will be generated letting the candidate know when exam scores are available.

All score reports by domain are now available for your review. To access, go to www.AMCAexams.com and login using the email and password you created upon registration. Click the red **All Access** button in the top right corner of the dashboard. You will be redirected to the **Exams and Courses** page. Then, select the **History** button to review your score reports for all past exam attempts.

HOW DO CANDIDATES ACCESS THEIR EXAM RESULTS IN THE AMCA?

1. Go to www.AMCAexams.com.
2. Candidates should log into their candidate account to view, exam results under **Step 2: Registration** on the right-hand side or **View Details** under the Action column.
3. BONUS: Use the **Transcript** tab under Credentials to print, download, and email an official transcript.

AMCA CUSTOMER SERVICE

Call: 888.960.AMCA (2622)

Email: info@amcaexams.com

GOOD LUCK!

