



Steps for Applying and Registering for your Computer Based Exam with Pearson VUE

1 Complete an Application

- To begin your process for taking a CRCPD sponsored exam, you will first need to **submit an application** with one of the certifying states for review and processing. The exams provided by CRCPD include:
 - RAM
 - XRAY
 - BOTH (a combination of RAM and XRAY)
- Once your application is approved (please allow up to 30 days for processing), you will receive an **Authorization to Test (ATT)** letter from Pearson VUE. This letter will provide you with:
 - Your candidate ID
 - The timeframe in which you are able to test (60 days from receipt of the letter)
 - Instructions on how to register for the exam
 - **PLEASE NOTE** – you should review your ATT letter to ensure that the First and Last name you registered with are exactly the same on the ID that you will be providing at the test center during check-in

2 Create an Account and Registration With Pearson VUE

- After receiving and reviewing your ATT, you will need to navigate to the Pearson VUE website at <https://pearsonvue.com/crcpd> and **create a user account**.
- You will be asked to provide your **Candidate ID**, found in your ATT letter and will need to enter your personal demographic information (name, address, phone, etc.)
- After you create your account, you will have the ability to **schedule an appointment** for the exam for which you are approved and select a date and time to test.

3

Schedule an Exam Appointment

- After creating your account and registration with Pearson VUE, you can schedule your exam online.
 - Please note that you can also contact us by phone at 866-377-0252
- When scheduling your exam, you can enter your address and search for the test centers closest to you. You can also view the appointment availability calendar for each site to determine a date and time of your choosing.
- One you have selected your location, date and time, you will proceed to pay for your exam appointment.
 - Please note: if your employer will be paying for your exam, they may do so by purchasing a pre-paid voucher at <https://wsr.pearsonvue.com/vouchers/pricelist/crcpd.asp>
- You will receive an appointment confirmation notice from Pearson VUE once you have completed your transaction.

4

Exam Day – What To Expect

- Please arrive 30 minutes before your scheduled exam appointment
- You will be asked to present your ID (make sure your first and last name match what you provided when registering with Pearson VUE)
- You will have your photo taken and be asked to provide a digital signature
- You will be asked to lock up your belongings in the provided storage space. You will not be able to access your phone or any study materials for the duration of the exam
- The test administration at the site will take you into the testing room and provide you with a brief run-through of how the computer works and what to do if you need assistance during your exam
- At the conclusion of your exam, you will see your final result on the screen and will be provided with a printed score report to take home

To gain some familiarity with the test taking process, you can visit: <https://home.pearsonvue.com/Test-takers/Resources.aspx> for an introductory video on the process.