

Information about the online proctored exam.

When you are ready to register and/or schedule the exam copy and paste the URL below or click it to start (Google Chrome or Mozilla Firefox work best):

<https://www.proctoru.com/portal/cfeaa>

On the ProctorU site, click “Schedule an Exam” located at the bottom of the screen; then, click “New User? Sign Up Here”. **Register/LogIn as a Test Taker and create your account.** When you are ready to schedule your exam, log back in to schedule the exam and pay the proctoring fee choosing one of three (3) options:

- a) Pay a \$33.50 proctoring fee to schedule your exam same day of registration or
- b) Pay a \$30 proctoring fee to schedule your exam within 72 hours of registration or
- c) Pay \$25 to schedule your exam 72 hours after registration.

Because ProctorU will proctor the exam, the exam must be taken on a laptop or computer with a built-in camera or webcam using Windows or a Mac OS operating system. Phones, Tables and Chromebooks will not work. Google Chrome or Mozilla Firefox work best with the ProctorU testing site.

We encourage you to look test the computer equipment that will be used to take the exam by clicking this link: <http://www.proctoru.com/testitout/> . If your computer fails to receive all check marks (✓ □) ProctorU technical support, at no charge to you, can be reached 24 hours a day. 7 days per week by using their Chat box or calling [1-855-772-8678](tel:1-855-772-8678).

When you are ready to take the exam, log back into the account you created at <https://www.proctoru.com/portal/cfeaa>.

Be sure to have your desk station cleared of everything before your exam. The only things allowed on your desk is your keyboard, mouse and an object with a reflective surface, like a mirror or CD.

The Exam consists of 105 questions. You must achieve a seventy percent (70%) passing grade for successful completion.

Once completed, you will receive a “Pass” or “Fail”. Upon passing the examination, a diploma will be mailed to you.

Note: If you fail the exam, you can reschedule to take the exam again. Be sure to study! We highly recommend not rescheduling the exam for another 3 days, to allow you the time to study before your next attempt!

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