



Exam Registration Process

Please note: We only administer Microsoft, MOS 2016, & IC3 exams at our site

To schedule an exam appointment at our site:

1. Go to: <http://www.certiport.com>
2. **Click Log-in/Register. Register for an account** if you currently do not have one. If you already have an account, **log-in** with that information
3. Click Purchase Exam Voucher if you do not have a voucher for your exam
4. Purchase your test voucher
5. Contact the Test Center at 216-987-4040 **72 hours** prior to your desired date of testing. The testing center will provide candidate with a **Course Requisition Number (CRN)** after registration.
6. Pay the **\$30.00** proctor fee by calling **216-987-3075 option 1**. Candidates will need to provide registration with the **CRN**. Registration will **email** candidate a receipt.
7. Please bring the following items on exam day. You will be turned away if any of these items are not presented on exam day:
 - Two form of identification, current valid ID with photo (issued by school/city/state/federal government agency)
 - Certiport User name and Password
 - Voucher number
 - Proctor fee receipt
8. Arrive 10-15 minutes prior to exam appointment

All Certiport exams are held at 2415 Woodland Avenue, Room 231, Cleveland, OH 44115. Results are available immediately after the test is finished. Lockers are provided free of charge to store personal belongings.