1. Follow link provided in your Authorization to Test email. Login with your NACE credentials. From your profile page, click on "My Certification Portal". Once redirected, click on Schedule Proctored Exams under VUE in the left hand navigation.

2. On the Pearson VUE page, you will be able to see your pre-approved exams available for scheduling. Select your exam to continue.
3. Select Schedule this Exam.

4. VUE will search for the nearest Pearson Test Centers based on your address on file. You can also change the address and find one most convenient to you. Select a Test Center and click Next.
5. Select a Date, which will show available times to schedule your exam.

6. Confirm your appointment details before clicking Proceed to Checkout.
7. Confirm your personal information and click Next. Important: Your name must exactly match the identification that is presented at the test center. If it does NOT match, contact NACE First Service to have your records updated before attempting to schedule the exam.

8. Review the policy information, click the acknowledgement, and click Next.
9. Enter credit card payment information in the areas provided.

If you were issued an exam voucher with a course registration bundle click on Add Voucher or Promo Code and enter the voucher number in this area.

*Please note: for all exam retakes, you will need to pay via credit card.*

10. Confirm your payment details (voucher or credit card) and click Next.
11. Confirm your registration details, make adjustments if necessary, and click Submit Order to finalize your CBT exam registration.

You will receive an email confirmation of your scheduled exam.

For additional information on scheduling your exam visit naceinstitute.org or contact FirstService at 281-228-6223 or niiFirstService@nace.org.