

Scheduling Your Computer-based Exam with Pearson Vue

1. Go to naceinstitute.org,
Click on the Login button



Sign in with your credentials

A screenshot of the "Sign In" form on the NACE International website. The form includes a "Username" field, a "Password" field, a checkbox for "Keep me logged in", and a "Forgot login?" link. There are "Login" and "Register" buttons at the bottom.

2. Click on the down arrow next
to your profile icon



3. Click on the profile button and
then on 'My Certification Portal'





 My Certification Portal

The one-stop location to schedule CBT exams and track and manage your certifications.

Accessing Your Exam

4. Select 'Schedule/Manage Exams'

EXAMS

-  Schedule/Manage Exams
-  Results

5. Your pre-paid exam will be listed here

Exam(s) Requested

964-NACE-CIP1-00

Created: 7/7/2020

Status: Requires agreement to Terms and Conditions





(If taking an exam that is not included in a course registration fee, choose an exam here)

Choose an Examination

NACE Protective Coating Specialist



Terms, Conditions, and Accommodations

6. Agree to the legal Terms and Conditions

Enter your digital signature (full name) and Click Agree
(if you do not agree, you will not be able to proceed)

Terms and Conditions

Replace with legal Terms and Conditions when available
Sign here

7. Special Accommodations

If needed in accordance with the ADA for the course or exam, please select 'Yes' and complete the application. Please allow 5-10 business days for response.

Applicant Request for Test Accommodations

Are you requesting special accommodations in accordance with the Americans with Disabilities Act (ADA) for testing?

*

If you do not need special accommodations, select 'No' and proceed to checkout

 Checkout

Scheduling Your Exam

Note: If your exam is pre-paid (included with a course registration fee) a zero balance due will be reflected at checkout. For exam retakes, payment will be required.

Once the checkout process is complete, you will be redirected to the Pearson VUE scheduling portal to schedule your CBT (computer-based testing) exam. For non-CBT exams, you will be directed to the NACE Institute for scheduling.

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

The screenshot shows the Pearson VUE user interface. At the top, there is a black navigation bar with 'PEARSON' on the left and 'ALWAYS LEARNING' on the right. Below this, the page header includes 'PEARSON VUE' on the left and a series of navigation links: 'Home | My Profile | My Order | Return to Testing Program website | Sign Out'. The main content area is divided into several sections. On the right side, there is a 'NACE INTERNATIONAL INSTITUTE' logo and a user login section that says 'Signed In as: [redacted] Candidate ID: [redacted]'. Below the logo is a 'My Account' menu with options: 'My Profile', 'Preferences', 'Exam History', 'View Score Reports', and 'My Receipts'. The main content area on the left has a 'Home' heading and a 'NACE Exams' section. Under 'NACE Exams', there is a 'Pre-approved Exams' subsection with a single item: 'NACE-RCT-001: Refining Corrosion Technologist'. Below this is an 'Upcoming Appointments' section which states 'You do not have any appointments scheduled.' At the bottom of the page, there is a copyright notice: 'Copyright © 1996-2016 Pearson Education, Inc. or its affiliate(s). All rights reserved. Terms | Privacy | Contact'.

Select a Test Center

9. Select 'Schedule this Exam'

10. Pearson VUE will search for the nearest Pearson Test Centers based on your address. You can also change the address and find others more convenient to your current location. Select a Test Center and click next.

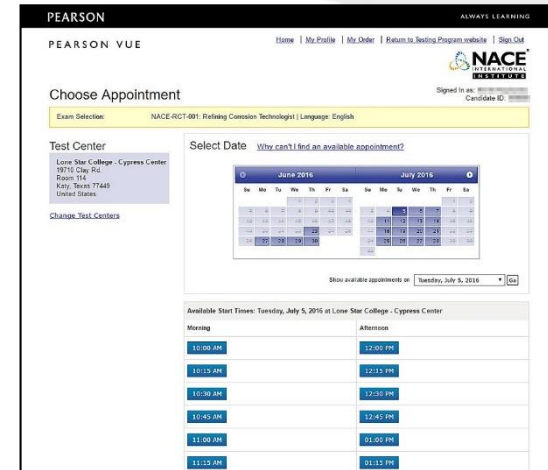
The screenshot shows the 'Exam Details' page on the Pearson VUE website. At the top, it says 'PEARSON VUE' and 'ALWAYS LEARNING'. There are navigation links for 'Home', 'My Profile', 'My Order', 'Return to Testing Program website', and 'Sign Out'. The NACE International Institute logo is visible, along with 'Signed in as:' and 'Candidate ID:'. The main content area is titled 'Exam Details' and includes a link to 'View My Authorization Information'. The exam is identified as 'Exam: NACE-RCT-001: Refining Corrosion Technologist' with a link to 'View Testing Policies'. The price is listed as 'Price*, USD: [redacted]' and the language is 'Language: English'. A note at the bottom states: '*Prices listed are based on today's date and do not include local taxes which may be applicable.' There are 'Previous' and 'Schedule this Exam' buttons at the bottom.

The screenshot shows the 'Test Center Search' page on the Pearson VUE website. It features the same header as the previous screenshot. The 'Exam Selection' is set to 'NACE-RCT-001: Refining Corrosion Technologist | Language: English'. A search box contains the address '15835 Park Ten Pl, Houston, Texas, 77084, United States' with a 'Search' button. Below the search box, it says 'MILITARY COMMUNITY looking for on-base test centers, please click here'. A message states 'You can select up to three test centers to compare availability.' There is a 'Next' button. A table lists test centers with their names, addresses, distances, and 'Get Directions' links. A map of Houston, Texas, is shown to the right of the table.

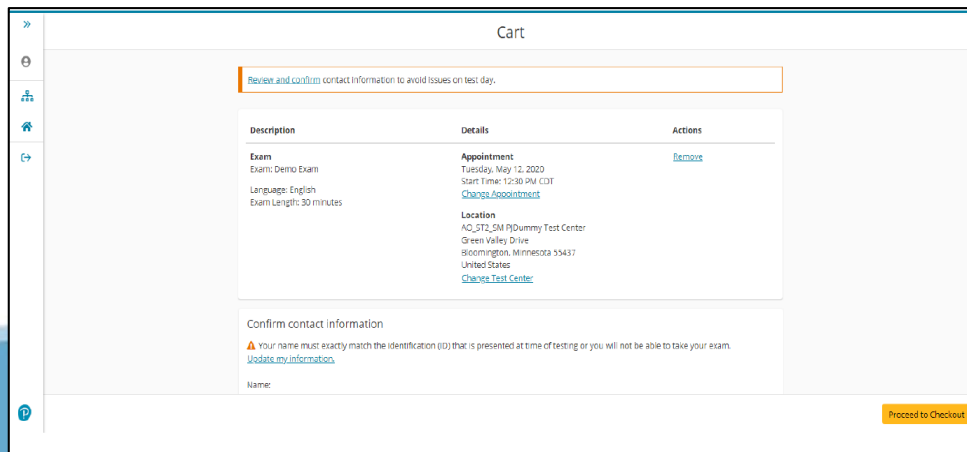
Test Center	Distance* Show km	Directions
<input checked="" type="checkbox"/> Lone Star College - Cypress Center 19718 Clay Rd Room 114 Katy, Texas 77449 United States	3.6 mi	Get Directions
<input checked="" type="checkbox"/> Test Center USA - West Houston 12651 Bitar Forest Dr Suite 225 (On Daisy Ashford / Bitar Forest) Houston, Texas 77077 United States	3.9 mi	Get Directions
<input checked="" type="checkbox"/> Houston Language Institute	5.9 mi	Get Directions

Select Your Test Date, Confirm Details

11. Select a date, which will show available times to schedule your exam.



12. Confirm your appointment details before proceeding to check out



Personal Information and Policy Acceptance

13. Confirm your personal information and click next.

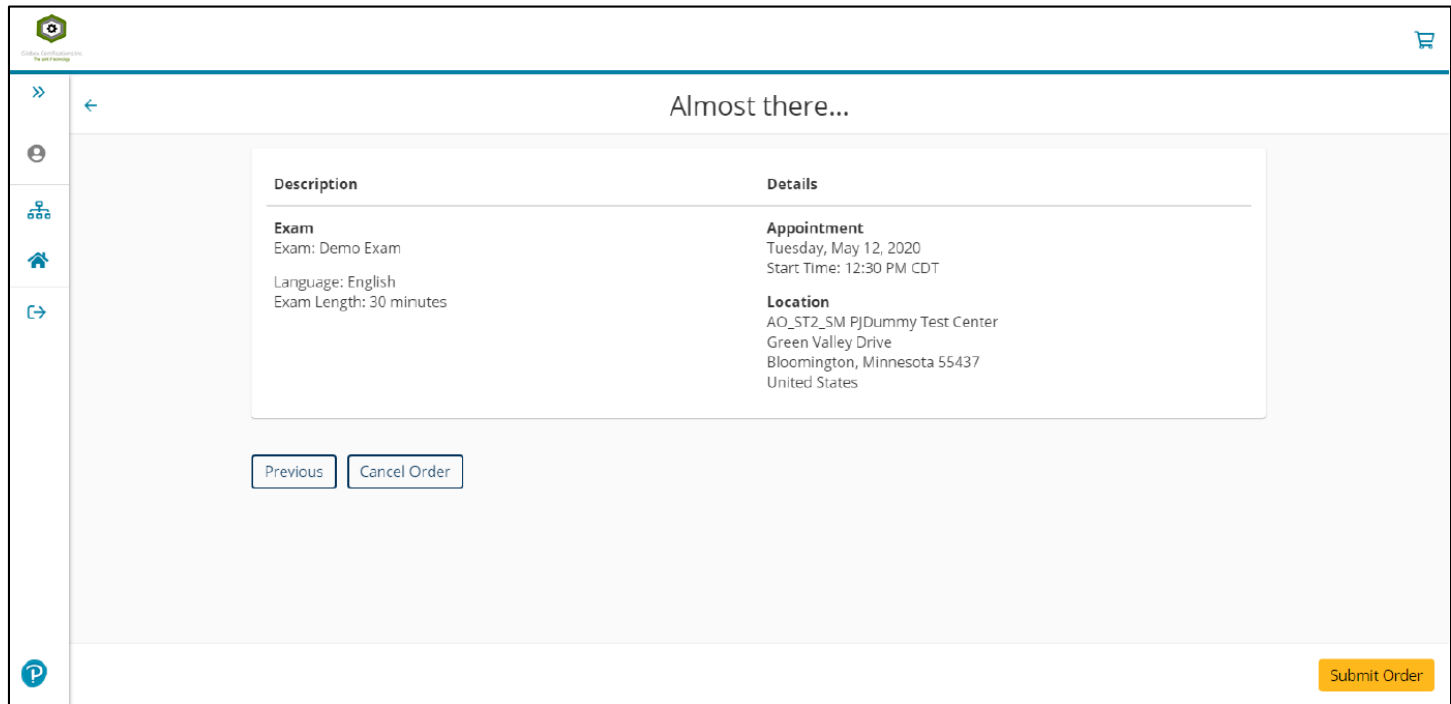
The screenshot shows the Pearson VUE checkout process at Step 1: Confirm Personal Information. The page header includes the Pearson logo and navigation links. A progress bar at the top indicates the current step. A prominent red warning message states: "IMPORTANT: Your name must exactly match the identification that is presented at the test center or you will not be able to take your exam. Update my information." Below this, there are input fields for "Name" and "Telephone", with an "Edit" button next to the telephone field. Navigation buttons for "Previous" and "Next" are visible at the bottom.

14. Review the policy information, click the acknowledgement, and click next.

The screenshot shows the Pearson VUE checkout process at Step 2: Agree to Policies. The page header is consistent with the previous step. The progress bar now highlights the "Agree to Policies" step. The main content area is titled "NACE Policies" and contains three sections: "Admission Policy", "Reschedule Policy", and "Cancellation Policy", each with detailed text regarding exam requirements and procedures. At the bottom, there is a checkbox labeled "I have read and agree to the NACE policies listed above." which is checked. "Previous" and "Next" navigation buttons are located at the bottom of the page.

Verify Exam Details

15. Verify your exam details and click submit order to finalize your exam registration



The screenshot shows a web interface for verifying exam details. At the top, there is a navigation bar with a logo on the left and a shopping cart icon on the right. Below the navigation bar, the page title "Almost there..." is centered. The main content area is divided into two columns: "Description" and "Details".

Description	Details
Exam Exam: Demo Exam Language: English Exam Length: 30 minutes	Appointment Tuesday, May 12, 2020 Start Time: 12:30 PM CDT Location AO_ST2_SM PJDummy Test Center Green Valley Drive Bloomington, Minnesota 55437 United States

At the bottom of the main content area, there are two buttons: "Previous" and "Cancel Order". In the bottom right corner of the page, there is a prominent yellow "Submit Order" button.

Submit Exam Order

16. An email confirmation will be sent to the email address on record. You're registered!

You are booked!
Order #: 0000-2873-6959

An email confirmation has been sent to: tpoq123@pearson.com

[Return to Dashboard](#)

Description	Details	Order Information
Exam Exam: Demo Exam Language: English Exam Length: 30 minutes	Appointment Tuesday, May 12, 2020 Start Time: 12:30 PM CDT Location AO_ST2_SM PJDummy Test Center Test Center Information	Order Number/Invoice 0000-2873-6959 Registration ID 6029043 Status Scheduled

VUE Demo Client 1 Policies

Test Center Information AO_ST2_SM PJDummy Test Center
Directions are not available for this test center.