Scheduling Your Computer-based Exam with Pearson Vue

1. Go to naceinstitute.org, Click on the Login button
   
   Sign in with your credentials

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

3. Click on the profile button and then on ‘My Certification Portal’
Accessing Your Exam

4. Select ‘Schedule/Manage Exams’

5. Your pre-paid exam will be listed here

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

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.

If you do not need special accommodations, select ‘No’ and proceed to 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.
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.
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.

14. Review the policy information, click the acknowledgement, and click next.
Verify Exam Details

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

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