Scheduling Your Computer-based Exam

Scheduling your CBT exam through Pearson VUE
Go to www.ampp.org

1. Click on the Login button

2. Sign in with your credentials

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

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

5. Select ‘Schedule/Manage Exams’ from the left navigation menu

6. Your pre-paid exam will be listed here. Click ‘Resume Exam Request’

(If taking an exam that is not included in a course registration fee, select an exam here from the drop-down menu and click ‘Submit Exam Request’)

The Global Leaders in Materials Protection and Performance
7. Special Accommodations

If needed in accordance with the ADA for the course or exam, please select ‘Yes’ and complete the application and upload required documentation. *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 those not included or 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, contact us at certificationnew@ampp.org for further details.

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. Agree to AMPP policies regarding Admission, Reschedule and Cancellations.

10. The system will search for the nearest Pearson Testing Centers based on your address of record. You may change the address to search others more convenient to your current location.

Note: the name on your Gov’t issued ID must match exactly to what is in the system or your will not be allowed to test.
Select a Test Date and Time

11. Select up to 3 test centers at a time to find available dates and times.

12. Select a Date and Time
13. Confirm your appointment details and click Next.

14. Once confirmed, Click “SUBMIT ORDER” to complete the process.
Review – Order completed

15. Review *all* exam and policy details.

16. An email confirmation will be sent to the email address of record.
Reschedule or Cancel an Exam

Please note you **must** cancel or reschedule an exam appointment no less than 24 hours prior to the scheduled exam appointment time or your fees will be forfeited. You can do all this through your “My Certification Portal” for convenience.

Be sure you receive a confirmation of your cancellation to ensure you completed the cancellation process.