

Scheduling Your Computer-based Exam

Scheduling your CBT exam through Pearson VUE

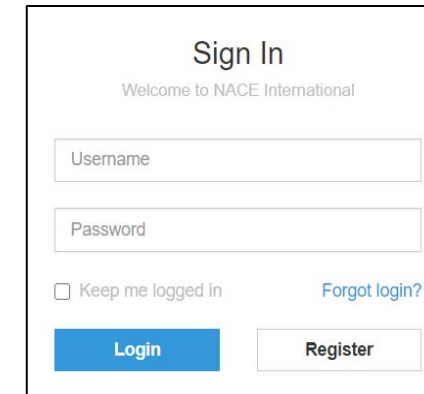


Go to www.ampp.org

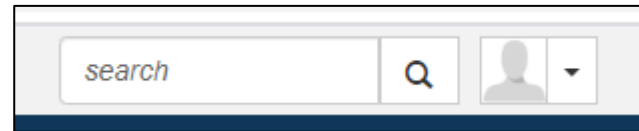
1. Click on the Login button



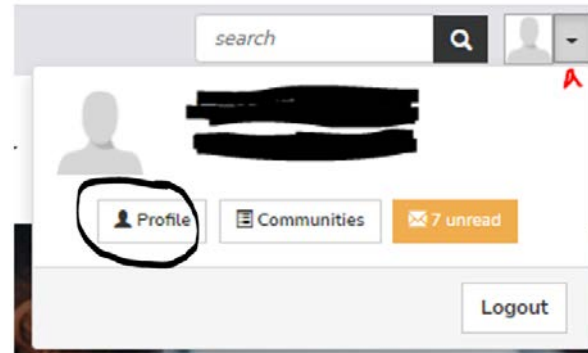
2. Sign in with your credentials

A screenshot of the 'Sign In' form. At the top, it says 'Sign In' and 'Welcome to NACE International'. Below this are two input fields: 'Username' and 'Password'. There is a checkbox for 'Keep me logged in' and a link for 'Forgot login?'. At the bottom are two buttons: 'Login' (blue) and 'Register' (white with a black border).

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



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



My Certification Portal

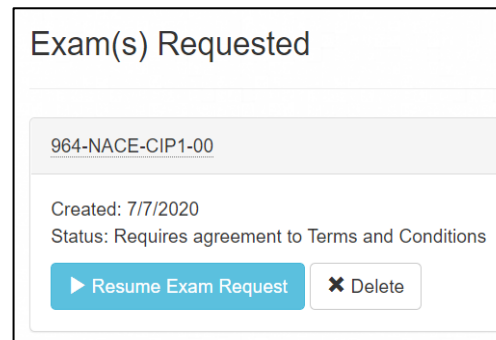
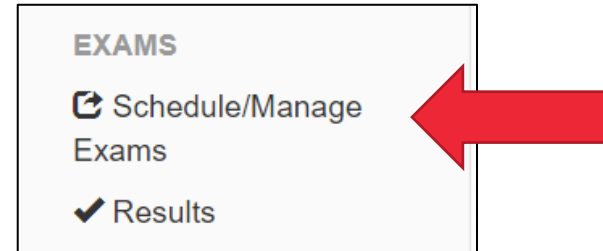
Schedule CBT exams, track and manage your certifications, add professional development hours, access your digital credentials and certificates, and more...

Note: For SSPC education and credential information, please log into your SSPC profile at shop.sspc.org.

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')



Special Accommodations

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.*

Applicant Request for Test Accommodations

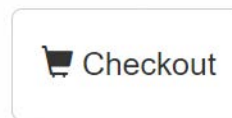
Are you requesting special accommodations in accordance with the Americans with Disabilities Act (ADA) for testing?

*

Yes

No

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



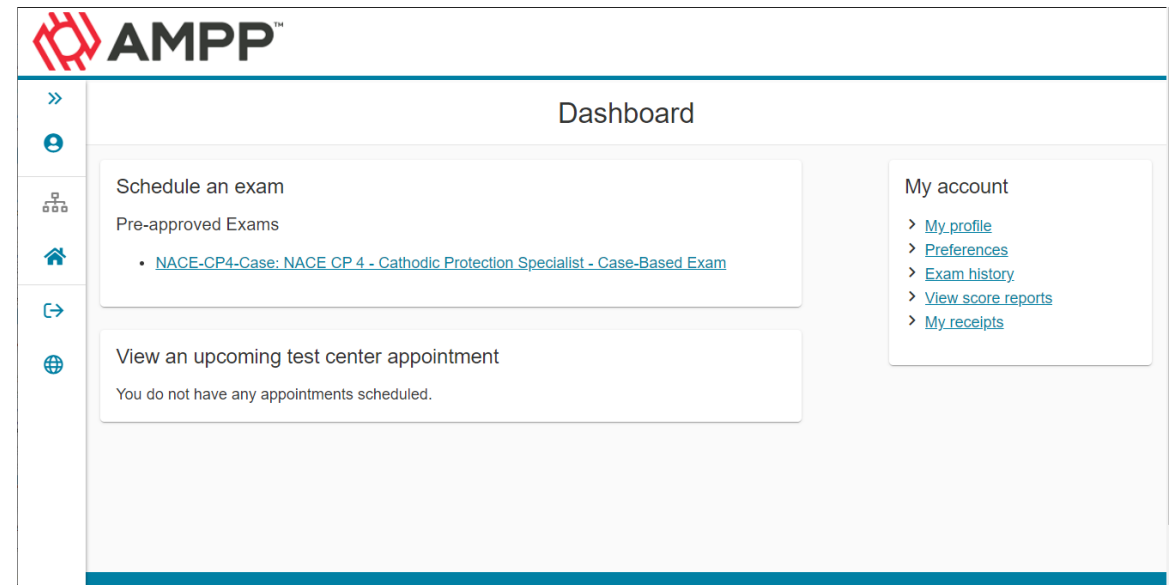
Scheduling Your Exam

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.



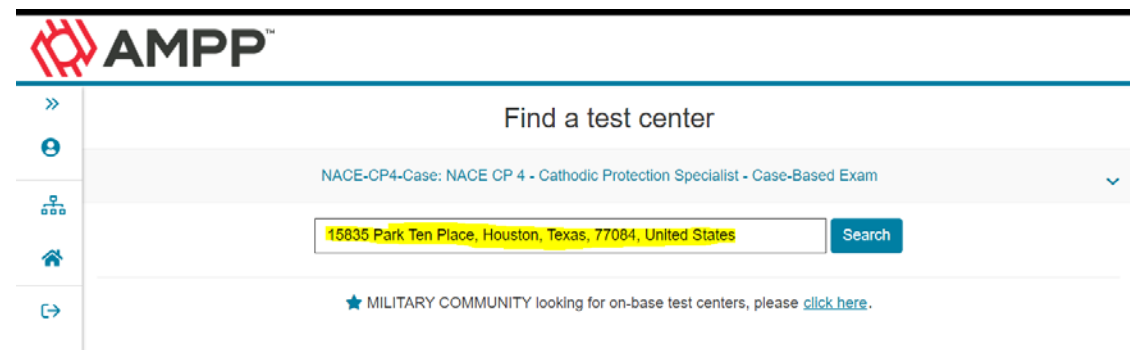
Select a Test Center

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



Note: the name on your Gov't issued ID must match exactly to what is in the system or you will not be allowed to test.

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.



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

Find an appointment

NACE-CP4-Case: NACE CP 4 - Cathodic Protection Specialist - Case-Based Exam

Helpful hints:

- When you select your appointment time, double-check the time format and time zone to avoid confusion, as some exams support delivery nearly 24 hours a day. For example, depending on the time format you prefer, note whether you have chosen an early morning (1:00 AM) or midday (1:30 PM or 1:00 PM) appointment.
- Time format and time zone display use default settings but can be adjusted to your personal preferences.

NACE - Houston
1440 S Creek Dr
Houston, Texas 77084
United States
[Find another test center](#)

Previous

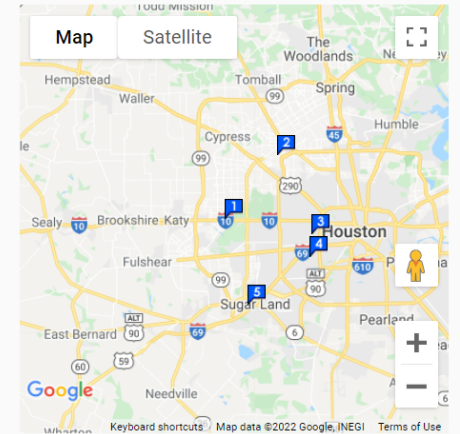
Select Date
[Why can't I find an available appointment?](#)

< February 2022 >

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

Select a date from the calendar. Only available dates can be selected.

| Test Center | Distance |
|--|----------|
| Show km | |
| <input checked="" type="checkbox"/> NACE - Houston 1440 S Creek Dr Houston, Texas 77084 United States Test Center Information | 1.0 .mi |
| <input type="checkbox"/> Pearson Professional Centers-Houston (NW) TX 10740 North Gessner Road Suite 450 Houston, Texas 77064 United States Test Center Information | 12.2 .mi |
| <input type="checkbox"/> Pearson Professional Centers-Houston (Uptown) TX 1333 West Loop South Suite 1475 Houston, Texas 77027 United States Test Center Information | 12.5 .mi |
| <input type="checkbox"/> Pearson Professional Centers-Bellaire (Houston) TX 6800 West Loop S | 13.2 .mi |



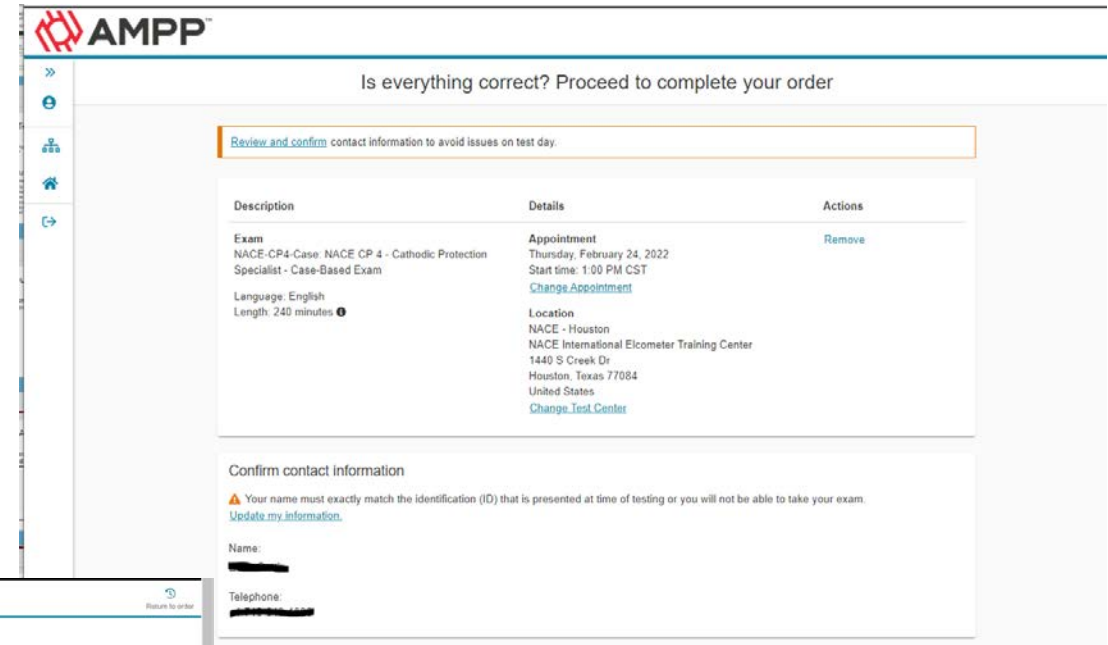
Available start times: Thursday, February 24, 2022 at NACE - Houston
Times shown in: America/Chicago - CST [Show 24-hour](#)

| Morning | Afternoon |
|----------------|----------------|
| None available | 1:00 PM |
| | 1:15 PM |
| | 1:30 PM |
| | 1:45 PM |

Confirm Appointment Details

13. Confirm your appointment details and click Next.

14. Once confirmed, Click “SUBMIT ORDER” to complete the process.



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Is everything correct? Proceed to complete your order

[Review and confirm](#) contact information to avoid issues on test day.

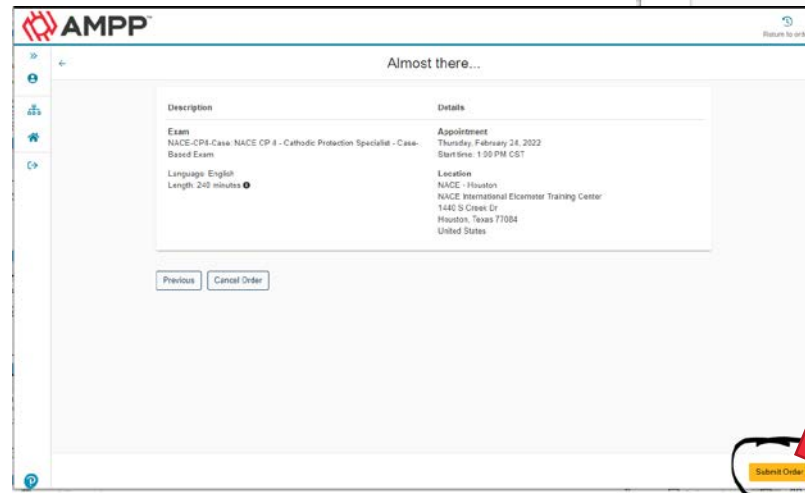
| Description | Details | Actions |
|--|---|------------------------|
| Exam NACE-CP4-Case: NACE CP 4 - Cathodic Protection Specialist - Case-Based Exam Language: English Length: 240 minutes | Appointment Thursday, February 24, 2022 Start time: 1:00 PM CST Change Appointment Location NACE - Houston NACE International Elcometer Training Center 1440 S Creek Dr Houston, Texas 77084 United States Change Test Center | Remove |

Confirm contact information

⚠ Your name must exactly match the identification (ID) that is presented at time of testing or you will not be able to take your exam.
[Update my information](#)

Name: _____

Telephone: _____



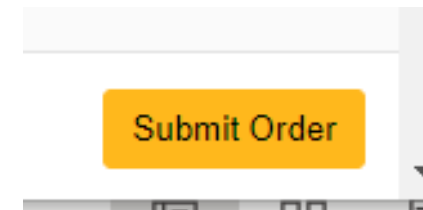
AMPP

Almost there...

| Description | Details |
|--|---|
| Exam NACE-CP4-Case: NACE CP 4 - Cathodic Protection Specialist - Case-Based Exam Language: English Length: 240 minutes | Appointment Thursday, February 24, 2022 Start time: 1:00 PM CST Location NACE - Houston NACE International Elcometer Training Center 1440 S Creek Dr Houston, Texas 77084 United States |

[Previous](#) [Cancel Order](#)

[Submit Order](#)



Submit Order

Review – Order completed

15. Review *all* exam and policy details.

16. An email confirmation will be sent to the email address of record.

You are booked!
Order #: 0061-6184-8429

An email confirmation has been sent to: [REDACTED]@gmail.com

[Return to Dashboard](#)

| Description | Details | Order Information |
|--|--|--|
| Exam NACE-CP4-Case: NACE CP 4 - Cathodic Protection Specialist - Case-Based Exam Language: English Length: 240 minutes ⓘ | Appointment Thursday, February 24, 2022 Start time: 1:00 PM CST Location NACE - Houston Test Center Information | Order Number/Invoice 0061-6184-8429 Registration ID 415672375 Status Scheduled |

AMPP Terms and Conditions

Important: Health and safety protocols may differ by test center and/or region. Please go to the [Pearson VUE COVID-19 Update web page](#) frequently and the day before your exam to review the latest vaccination and face mask policies and other health and safety measures required at your test center.

By scheduling your test appointment, you agree to comply with these requirements. You will be asked to acknowledge these conditions and requirements upon arrival at the test center.

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.

Exam Appointment Details

| Description | Details | Order Information |
|--|--|--|
| Exam NACE-CP4-Case: NACE CP 4 - Cathodic Protection Specialist - Case-Based Exam Language: English Length: 240 minutes ⓘ | Appointment Thursday, February 24, 2022 Start time: 1:00 PM CST Location NACE - Houston NACE International Elcometer Training Center 1440 S Creek Dr Houston, Texas 77084 United States Test Center Information | Order Number/Invoice 0061-6184-8429 Registration ID 415672375 Status Scheduled Reschedule Cancel |

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

