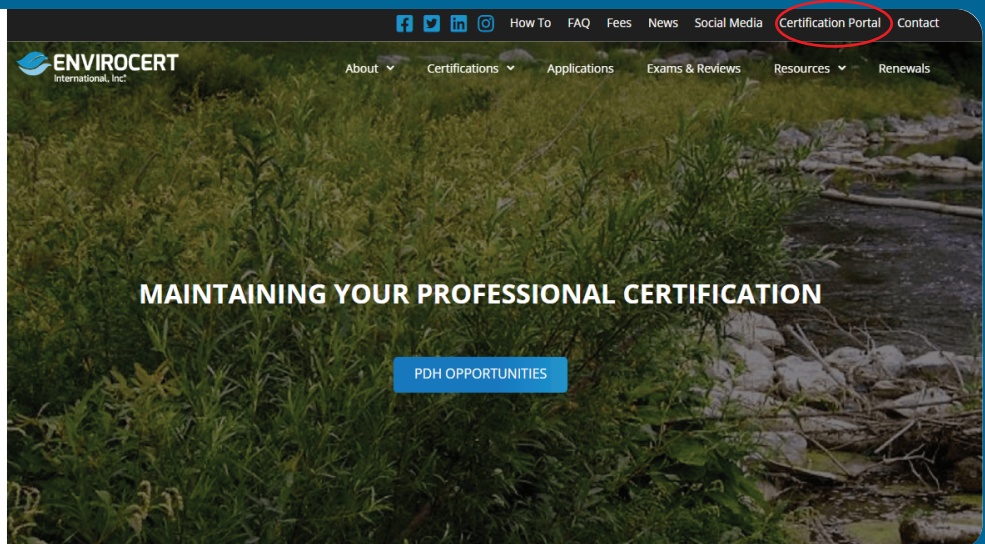


## STEPS TO SCHEDULE YOUR EXAM

The following steps show how to schedule your exam through on the Enviro-Cert Candidate Management System (CMS) and SMT Prometric. An approved application is required before you may schedule your exam.



**Step 1.** Visit Enviro-Cert.org and click on the “Certification Portal” button in the top bar of the webpage.



Language ▼

Home

ACCOUNTS

Verify Certification

Welcome to the ECI Certification Portal! Please log in to access the certification dashboard.

Email Address:

Password:

Login

Forgot your password? [Reset it here.](#)

To start the certification process, please [click here](#) to fill out a basic profile and apply.

**Please Note:** If you if you already have previously created an account, please do not complete a new profile. If you require assistance, please contact ECI at [info@envirocert.org](mailto:info@envirocert.org) or (279) 888-6911.

For the best user experience, make sure your browser is the latest version of Firefox or Chrome on a desktop or laptop computer.

**Step 2.** If you need to reset your password, click on “Reset it here” below the “Login” button.



Language ▼

Home

ACCOUNTS

Verify Certification

Please enter your username (email address) to reset your password.

User Name:

Reset Password

If you're having technical problems, please email:

**Step 3.** Enter your email address and click “Reset Password”. This will prompt an automated email to send to your email address. Follow the directions in that email to reset your password.

Home

PDH

My PDHs

CERTIFICATIONS

My Certifications

My Purchases

INFORMATION

Messages

Edit Work History

EXAMS

Results

Notifications

close all

You have 1 exam application(s) in progress  
Click here to continue

Certification Dashboard

Through this Certification Dashboard, you may apply for certifications, register for exams, and manage your certification(s). "How To" procedures and other frequently asked questions regarding use of the certification portal can be found on the ECI website here: [envirocert.org](#). If you have any questions, please feel free to contact staff using the secure message feature or email at [info@envirocert.org](#).

Apply for a Certification

Your application is in progress for the Part A Requirement certification.

Complete your application to schedule an exam.

**Step 4.** From your certification dashboard, you will see a new notification with a link to complete your application to schedule an exam. Click this link to proceed with exam scheduling.

## Step 5. Agree to the attestation.

Choose a examination

Attestation

Finish & pay

Attestation

READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

A false statement on any part of this application may be grounds for denying you certification, or revoking your certification after you have been certified.

I understand that any information I give may be verified by EnviroCert International, Inc.

I understand that the application fee is non-refundable and non-transferable.

I consent to the release of information about my skills, abilities, professional ethics, and work records by current and former employers, schools, and references.

I certify that I have read and fully subscribe to the [EnviroCert Code of Conduct and Ethics](#)

I certify that all information submitted in support of this application is correct and true to the best of my knowledge and that all information regarding this application will remain confidential.

Agree

Disagree

**Step 6.** Confirm your contact information and click "Checkout" to proceed to exam fees.

Legal First Name

Earl

Legal Last Name

Parry

Contact Phone \*

+1 828-460-8607

Country \*

United States

Address \*

3054 Fite Circle

Address (Cont.)

Suite 108

City \*

Sacramento

State

California

Postal Code \*

95827

Special Accommodations Request

Yes

No

Checkout

**Step 7.** Complete the checkout process and select to pay via check or credit card.

\*Note: Please allow up to three (3) business days for your testing request to be processed. You will receive a follow up email from the team at Prometric with next steps.

A detailed sales receipt will be sent via automatic email through QuickBooks within two (2) business days.

Please note: Application fees are non-refundable. All payments of fees are valid for one (1) calendar year from initial payment date. Any refund or payment transfer requests must be made during this time frame. Following the one (1) year mark, any unused/unassigned payments will be forfeited.

Product	Qty	Totals
Part A Requirement Exam	x 1	\$0.00
CPMSM Exam	x 1	\$345.00
CPMSM Exam	x 1	\$0.00
Subtotal:		\$345.00
Total:		\$345.00

Check payment

Please send your check to EnviroCert at 3054 Fite Circle, Suite 108, Sacramento, CA 95827

Credit Card     

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).



EnviroCert International, Inc. logo and text: ECI professional certifications assure the public that the Certified Professional has demonstrated a standard of knowledge and experience within the environmental profession. Certifications administered by ECI demonstrate that the Certified Professional possesses a breadth and depth of skills that increase value to employers and clients and establish a standard of professional competence and a minimum threshold recognized throughout the industry.

Welcome to the learning management system. Here you will be able to view, purchase and complete courses to prepare for your certification. Enter your Login Id and Password to continue. If you are a new user, click on Create New Login link and follow the prompts.

Log In

Login Id:

Password:

[Forgot your password?](#)

[Change your password](#)

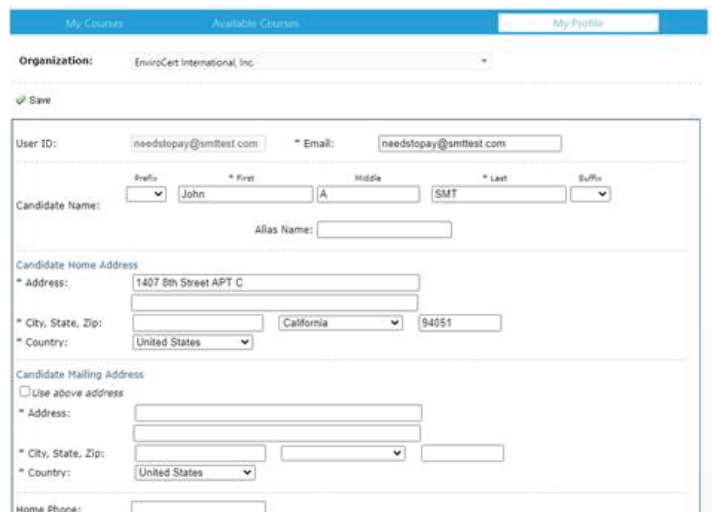
[Login FAQ](#)

**YOU CANNOT PROCEED UNTIL YOU HAVE RECEIVED NEXT STEPS VIA EMAIL FROM PROMETRIC.**

**Step 8.** Sign into the SMT Prometric Portal.

Your sign in credentials are included in the “Your Profile Information” email sent to you from the team at Prometric.

**Step 9.** Verify your profile information in the Prometric Portal before you move forward.



My Courses Available Courses My Profile

Organization: EnviroCert International, Inc.

Save

User ID: needstopay@smtest.com \* Email: needstopay@smtest.com

Candidate Name: Prefix: John \* First: A Middle: SMT \* Last: Suffix:

Alias Name:

Candidate Home Address

\* Address: 1407 8th Street APT C

\* City, State, Zip: California 94051

\* Country: United States

Candidate Mailing Address

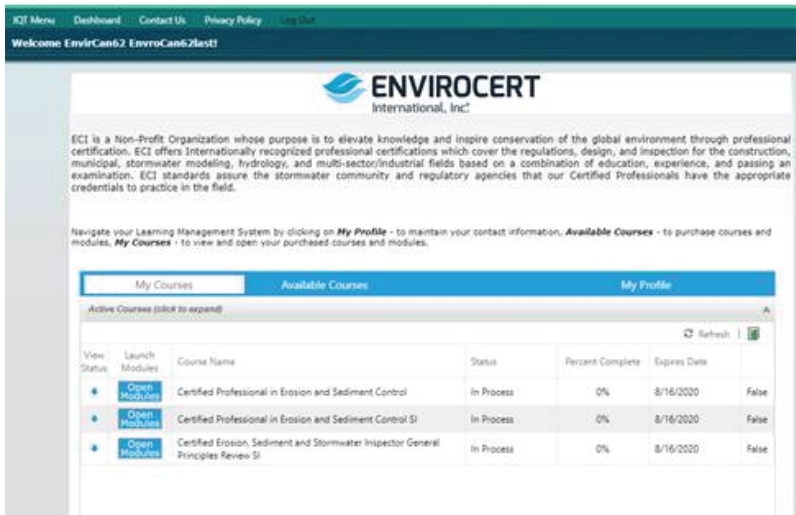
☐ Use above address

\* Address:

\* City, State, Zip:

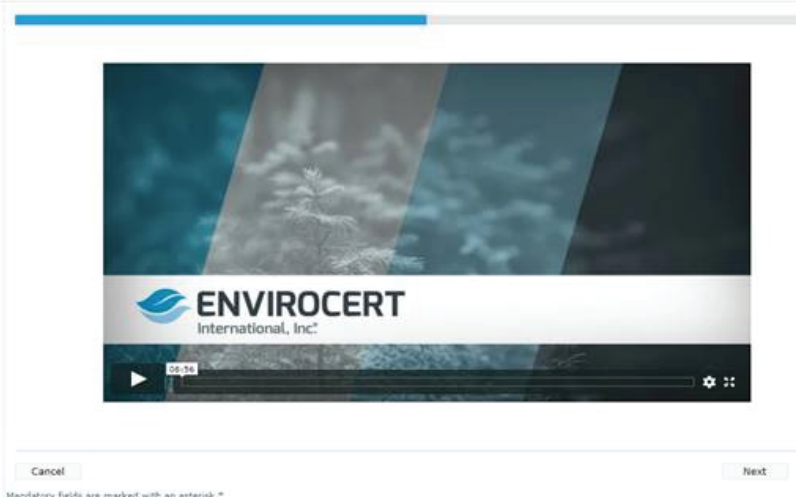
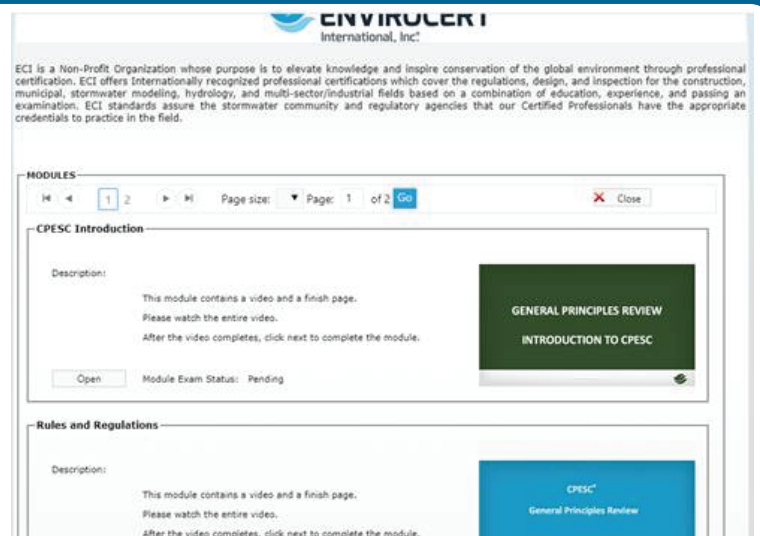
\* Country: United States

Home Phone:



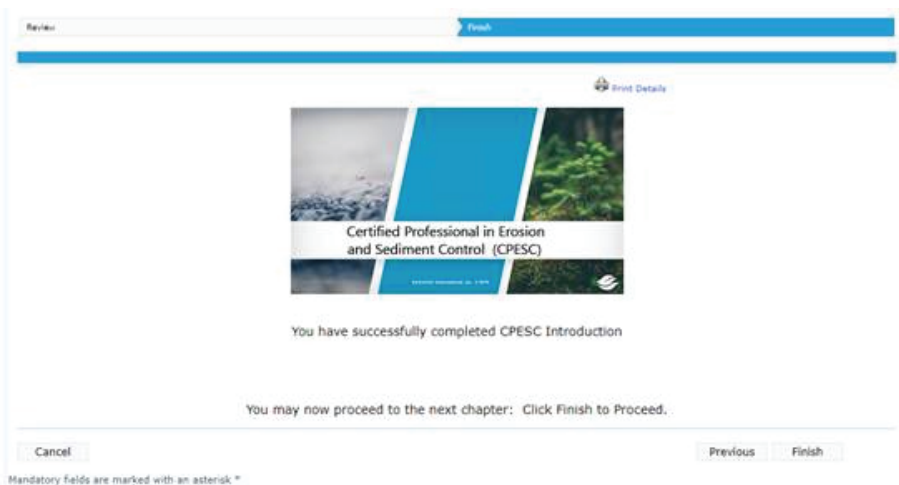
**Step 10.** From your Dashboard, click “Open Modules” to view the General Principles Review videos.

**Step 11.** Click on “Open” by the module you would like to view.



**Step 12.** Watch the module and click “Next” when complete.

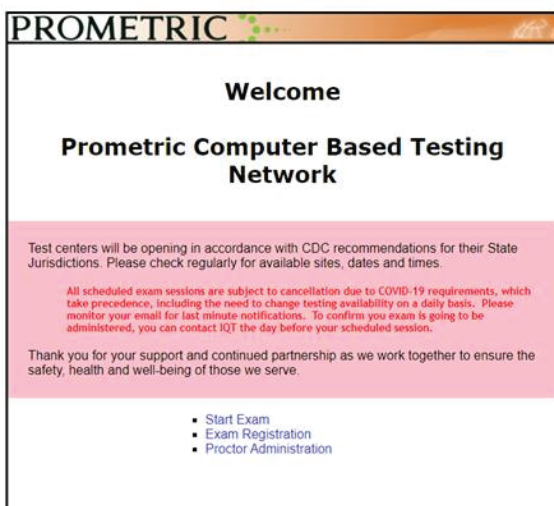
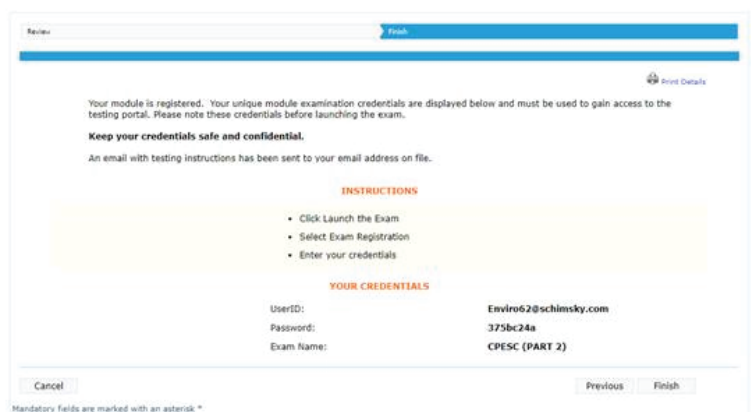




**Step 13.** Click “Finish” to mark the module as complete.

**Step 14.** Once each module has been marked as complete, follow the link in your testing instructions email.

You can also use the following link:  
<https://www.iqtesting.com/>



**Step 15.** Click “Exam Registration”.

**Step 16.** Confirm the exam on the following webpage is correct.

The screenshot shows the 'EXAM REGISTRATION' page. At the top, it says 'Please select your Organization and Exam.' Below this, there are two dropdown menus. The first is labeled 'Organization' and has 'EnviroCert International, Inc.' selected. To its right is a link that says 'Show All Organizations'. The second dropdown menu is labeled 'Exam' and has 'CPESC (Part 1 and 2)' selected. At the bottom of the form area is a 'Next' button. The footer includes the 'ISO-QUALITY TESTING, INC.' logo and text: 'IQT Home', '©Copyright 2020 - All Rights Reserved', and 'ISO Quality Testing, Inc. - An ISO 9001:2015 Certified Company'.

The screenshot shows the 'EXAM REGISTRATION' page with the 'Candidate Profile Information' section. It contains several input fields: 'First Name' (EnviroCan62), 'Middle Name' (empty), 'Last Name' (EnviroCan62last), 'Address1' (14 Bradford Lane), 'Address2' (empty), 'City' (empty), 'State/Province' (Virginia), 'Country' (United States), and 'Postal Code' (20155). There are also fields for 'Home Phone', 'Work Phone', and 'Email Address' (Enviro62@schimsky.com). A red note states: 'This information is provided to your organization and may be used for official correspondence and certificates. This information must also exactly match the identification you will be required to show the test center administrator prior to testing.' Below the fields are links for 'Log Out' and 'Change Login'. At the bottom, there is a 'Next' button and a note: 'Please make sure the above information is correct before clicking Next.' The footer includes the 'ISO-QUALITY TESTING, INC.' logo and text: 'Registration Home', '©Copyright 2020 - All Rights Reserved', and 'ISO Quality Testing, Inc. - An ISO 9001:2015 Certified Company'.

**Step 17.** Confirm your information is correct, then click “Next”.

**Step 18.** Select your exam time and location from the following webpage.

The screenshot shows the 'EXAM REGISTRATION' page with the 'Exam - CPESC (Part 1 and 2)' section. It contains two dropdown menus: 'Time Zone' (EST Eastern Standard Time) and 'Exam Times' (< select an exam time >). Below these is a 'Search Parameters' section with a 'Delivery Method' dropdown (Test Center selected, Remote Proctor unselected) and a 'Start Date' field (5/20/2020) with a 'Go' button. A red note states: 'From Start Date, the next available exam times are shown in the Exam Times box above. Filter the results by using this section. Click the button GO immediately after the input area to refresh the results.' At the bottom right is a 'Next' button. The footer includes the 'ISO-QUALITY TESTING, INC.' logo and text: 'Registration Home', '©Copyright 2020 - All Rights Reserved', and 'ISO Quality Testing, Inc. - An ISO 9001:2015 Certified Company'.

**EXAM REGISTRATION**

**Confirm Your Registration Selections**  
CPESC (Part 1 and 2)

**Candidate:** EnviroCan62 EnviroCan62last [edit](#)

14 Bradford Lane  
Roanoke, VA 20155  
United States  
Enviro62@schinsky.com  
999-999-9999 (home)  
Birthdate: May 11, 2000

**Exam Time:** Thu 9:30am on May 21, 2020  
(180 minutes)

**Location:** Prometric Remote Proctoring

☒ I agree to the IQT Examination Agreement [terms](#)

**Note: This examination may not be rescheduled or cancelled, as the deadline of May 15 2020 has passed.**

I understand by clicking on 'Submit' that I may be required to pay a rescheduling or cancellation fee to process my request. Please verify the above information is accurate prior to clicking Submit.

[Submit](#) [Cancel](#)

ISO-QUALITY TESTING, INC.  
Registration Point  
©Copyright 2020 - All Rights Reserved  
ISO Quality Testing, Inc. - An ISO 9001:2015 Certified Company

**Step 19.** Verify your exam session on the following webpage, then click “Submit”.

**Step 20.** The Admission Letter will provide you with all pertinent information you will need to take your exam. Save the letter on your desktop for easy access.

Version: Live    Communication Type: Examination Admission    Subject: [ExamName] Pro-Proctor Examination Admission Letter

Your appointment for the computer-based [ExamName] is confirmed. Please find the confirmation details that follow:

Confirmation:	[ConfirmationNo]	Test Location:	Remote Delivered Exam
Exam Name:	[ExamName]		
Candidate ID:	[Userid]	Surname for launching exam:	[LastName4]
Passcode:	[Password]		
Exam Date:	[ExamDate]		
Exam Time:	[ExamTime]		

**Due to high candidate volumes, it may take up to 45 minutes to be assigned a proctor for your exam session. Do not sign out or close the testing browser during this period. Please be patient, and your exam will be assigned in the order it was received. Thank you for your patience.**

**For an optimal exam experience, it is preferred that you use a windows based computer when accessing the remote proctoring system.**

**GLOBAL TEST SECURITY PROCEDURES**

Prometric takes our role of providing a secure test environment seriously. During the check-in process, we inspect any and all eyeglasses, jewelry and other accessories to look for camera devices that could be used to capture exam content.

- You will be required to remove your eyeglasses for close visual inspection. These inspections will take a few seconds and will be done at checkin and again upon return from breaks before you begin or resume testing to ensure you do not violate any security protocol.
- Jewelry outside of wedding and engagement rings is prohibited. Please do not wear other jewelry during testing. Hair accessories, ties and bowties are subject to inspection. Please refrain from using ornate clips, combs, barrettes, headbands, tie clips, cuff links and other accessories as you may be prohibited from wearing them during testing and asked to remove these items. Violation of security protocol may result in the termination of your exam and notification to your test sponsor.

**WHAT'S NEXT? — BE PREPARED FOR EXAM DAY**

- CLICK HERE to review the ProProctor User Guide in preparation for your exam.
- Carefully read the Remote Proctoring Regulations listed below and adjust your testing environment accordingly.
- PROX to your exam launch, CLICK HERE to install the ProProctor Application and perform a System Check.

**REMOTE PROCTORING REGULATIONS: IMPORTANT PLEASE READ**

**CONFIDENTIALITY OF EXAM CONTENT/SYSTEMS**

- The remote proctoring application, computer-based test delivery system, tutorial, exam content, and survey are the published, confidential, and proprietary materials or intellectual property of Prometric and/or your test sponsor.
- Communicating, publishing, reproducing, or transmitting any part of an exam, in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose is strictly prohibited.
- Any reproduction or disclosure will result in immediate notification to your test sponsor and potential filing of administrative, civil and/or criminal charges against you and anyone directing or conspiring with you.

**ENVIRONMENTAL REQUIREMENTS**

Your office or home setting must meet the following requirements:

- Testing location must be indoors (walled), well lit, with a closed door and free from background noise and disruptions.
- No third party may be present in the room at any time for the duration of the exam. If this occurs, your exam will be terminated and/or your results invalidated.