

IMPORTANT DOCUMENT - PLEASE READ

Provider 21471

How to Obtain a Prelicensing Certificate of Completion in Wisconsin

1. Read the Candidate Handbook located on Prometric's website at www.prometric.com, or call them for a free copy at 877-346-4014.
2. Read the text and take chapter quizzes to test your comprehension. You must pass each chapter quiz with a 70% or higher before you can proceed to the next chapter.
3. Simulate Your Exam and pass the test with a score of 70% or higher.
4. Take the Certificate Exam with a Proctor and pass the test with a score of 70% or higher. **IMPORTANT:** Your proctor can be anyone except for a relative or someone who has a financial interest in your success. Coworker proctors cannot be in your line of supervision. They also cannot pay you a salary or commissions.
5. Upon successfully completing the Certificate Exam with a 70% or higher, your Prelicensing Certificate of Completion will be emailed to you in 2 business days.
6. Print your prelicensing certificate of completion after it is emailed to you. Right after you print your certificate, please verify that all of the information is accurate. If you find any errors, call 800-586-2253 immediately.

IMPORTANT: We will report your results to the State. You will be able to schedule your exam without your certificate of completion. If you take your state exam before you pass this course, you will have to retake the state exam.

ExamFX

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