

Kryterion Test Center Process

Required

- Register on Webassessor
- Identify Test Center location: <https://www.kryteriononline.com/locate-test-center>
- Utilize Voucher number provided by NPMA

How to Register and Schedule Exam

STEP 1: Establish Log-in

- Go to www.webassessor.com/NPMA
- Select <Create New Account>
- Password must be: A mix of upper case, lower case, numbers and special characters like !@#\$\$% at least 8 characters
- *You must wait until receiving an email from NPMA with Voucher Number before proceeding with Step 2*

STEP 2: Register for exam and schedule testing

- Go to www.webassessor.com/
- Log-in to register & schedule exam - Click on <Register for an Exam>
- Log-in - Click on <Register for an Exam>
- Select appropriate exam by click + mark
- Select method of testing to schedule – **Test center** or On-line Proctoring
- Use pull-down to select <Time Zone>
- Use calendar to select a date, then available times will be shown <select time slot desired>
- Read and agree to “Confidentiality/Non-Disclosure Agreement”, check box, press <select>
- Enter **Voucher Number** provided
- You will receive an email confirming your scheduled testing date, time and Kryterion Testing Center location along with a **Test Taker Authorization Code**. This code is required to launch your exam at the Testing Center.

***NOTE:** To cancel or reschedule log on www.webassessor.com/. Cancellations made with-in 72-hours of the exam time will result in a late fee of \$75 payable to Kryterion*

What to Expect on Examination Day

CHECK-IN AT THE TESTING CENTER

Two forms of identification are **required** at the Testing Center, which will be verified and recorded. You will also need to provide the Test Taker Authorization Code from your Confirmation email. The Kryterion Certified Proctor (KCP) will provide you with documentation about preparing for your test session while your workstation is prepared in the testing room.

PERSONAL ITEMS

DO NOT bring personal items with you to the testing center. Kryterion, Inc., Test Sponsors and Kryterion Testing Center locations are not responsible for lost or stolen items. You will be asked to place any personal items in a cabinet, locker or compartment prior to entering the testing areas. Personal items include but are not limited to bags, purses, keys, wallets, hats, briefcases, books, cell phones, calculators, portable electronic devices, watches and any weapons or firearms.

SUBMITTING YOUR EXAM

At the end of your testing session you will be prompted to notify the proctor that you have completed the test. The KCP will submit your exam and complete check-out process.

EXAM RESULTS

Exam Pass/Fail Reports are immediately emailed at completion of exam, except for the CPPM exam.

RESCHEDULES/CANCELLATIONS

If you need to make any changes to your scheduled exam, please log in to your Webassessor™ account and **click the Reschedule or Cancellation button** next to your scheduled. There may be a reschedule or cancellation fee applied if you are trying to reschedule your exam within 72 hours or your scheduled start time.

SPECIAL ACCOMMODATIONS – ADA

Requests for any special accommodations require 30 days' advance notice. If you require a special accommodation, please contact at NPMA: for Property - certification@npma.org or for Fleet- fleet@npma.org

Computer-Based Testing (CBT) Disruption Policy

AACE and our testing facility partner, Kryterion, are committed to providing a comfortable and stable environment for our test takers. Candidates can expect a secure test environment and high standards when taking an AACE exam. Some situations are outside the control of either AACE or Kryterion, so we have developed a policy to provide guidance on how to deal with technical issues should they occur while taking an AACE CBT exam

Important Links

[Kryterion Candidate Community Case Form](#) for customer support requests.

[Kryterion Candidate Community Portal](#) includes self-help links, videos, FAQs

Certification Questions: Fleet Management fleet@npma.org or Property: certification@npma.org