

Quick Start for Candidates: Scheduling Your Examination

Step 1. You will receive an email from Certemy with the subject line, "IC&RC Examination Authorization" with contents like the sample email below. If you do not see the email in your in-box, it may be in your junk or spam folder.



Hello Ima Candidate,

You have been authorized by VADACB to sit for your IC&RC examination.

You must test within the valid dates assigned to you under "My Certificates" when you click the "Complete Registration" button below.

If you do not test within this window, your examination fees will be forfeited, and you will need to contact IC&RC to request an extension.

Click the "Complete Registration" button below then review and confirm that your information is correct. You will then be sent a separate e-mail with a username and password to schedule your examination date, time, and location.

COMPLETE REGISTRATION

If you have any questions or need technical assistance at any time, please contact IC&RC at:

info@internationalcredentialing.org or 717-540-4457.

IC&RC's business hours are Monday - Friday from 8:00 AM - 5:00 PM Eastern.

Thanks,
IC&RC

Step 2. Click the “Complete Registration” button.

Step 3. Create a password and then confirm it.

Please provide some additional information for your Professional profile

Organization:

First name:

Last name:

Email:

Password:

Confirm Password:

Industry: **PLEASE SELECT** ▼

I accept [Terms & Conditions](#)

Step 4. For “Industry,” select “Addiction” from the drop-down menu.

Please provide some additional information for your Professional profile

Organization: VADACB

First name: Ima

Last name: Candidate

Email: imacandidate2@gmail.com

Password:

Confirm Password:

Industry: PLEASE SELECT

I accept [Terms & Conditions](#)

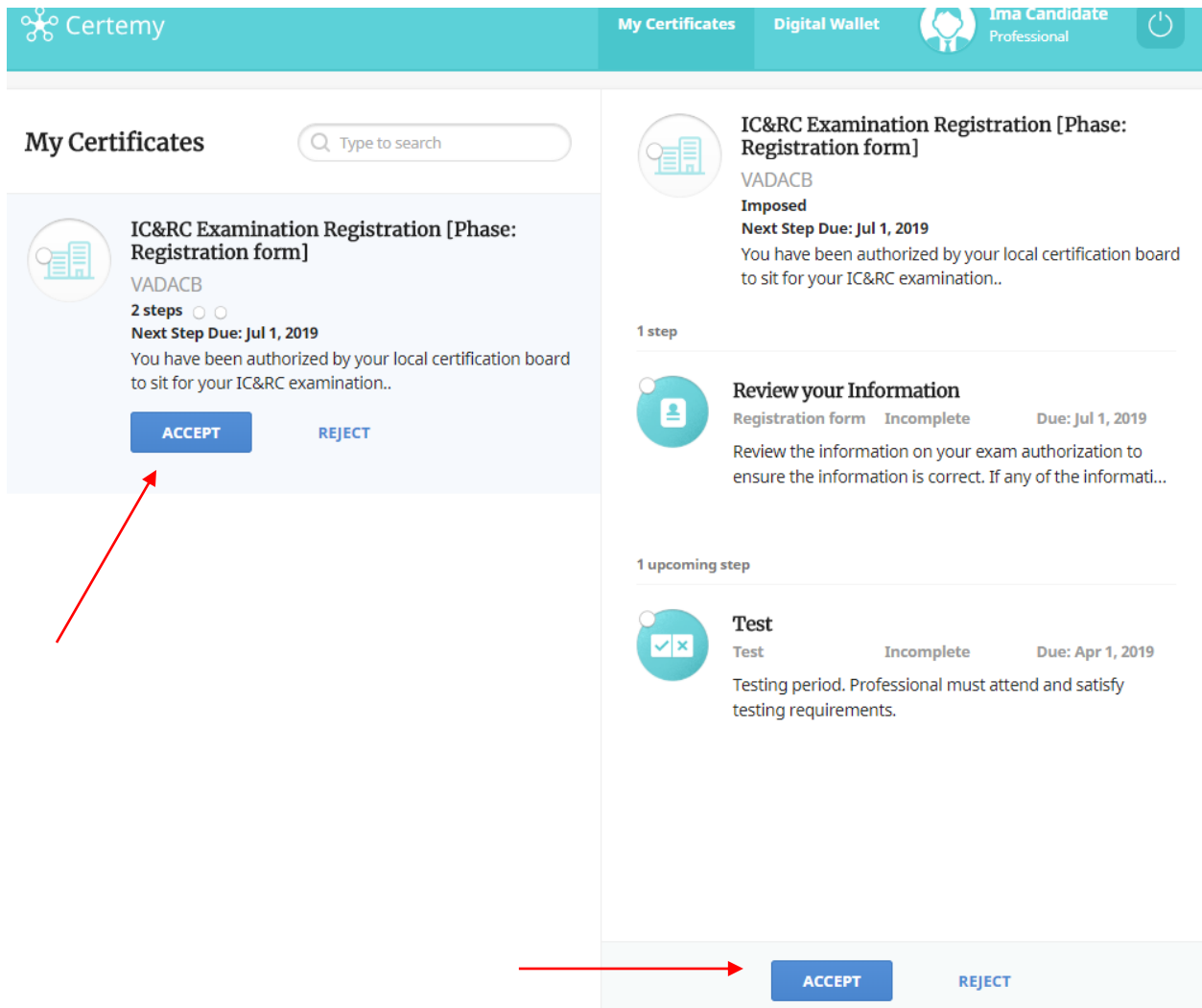
CONTINUE

Step 5. Click the check box next to "I accept."

Step 6. Click the "Continue" button.

Step 7. Under “My Certificates,” located on the far left, click the “Accept” button as indicated in the picture below. You may also click the “Accept” button within the “Test” section, as indicated in the picture below.

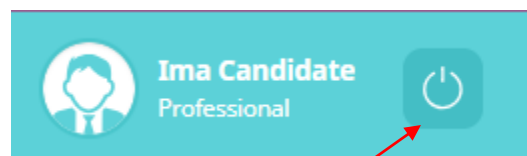
Please disregard the “Next Step Due” date as well as any other due dates noted. Your approved testing window dates will be emailed to you.



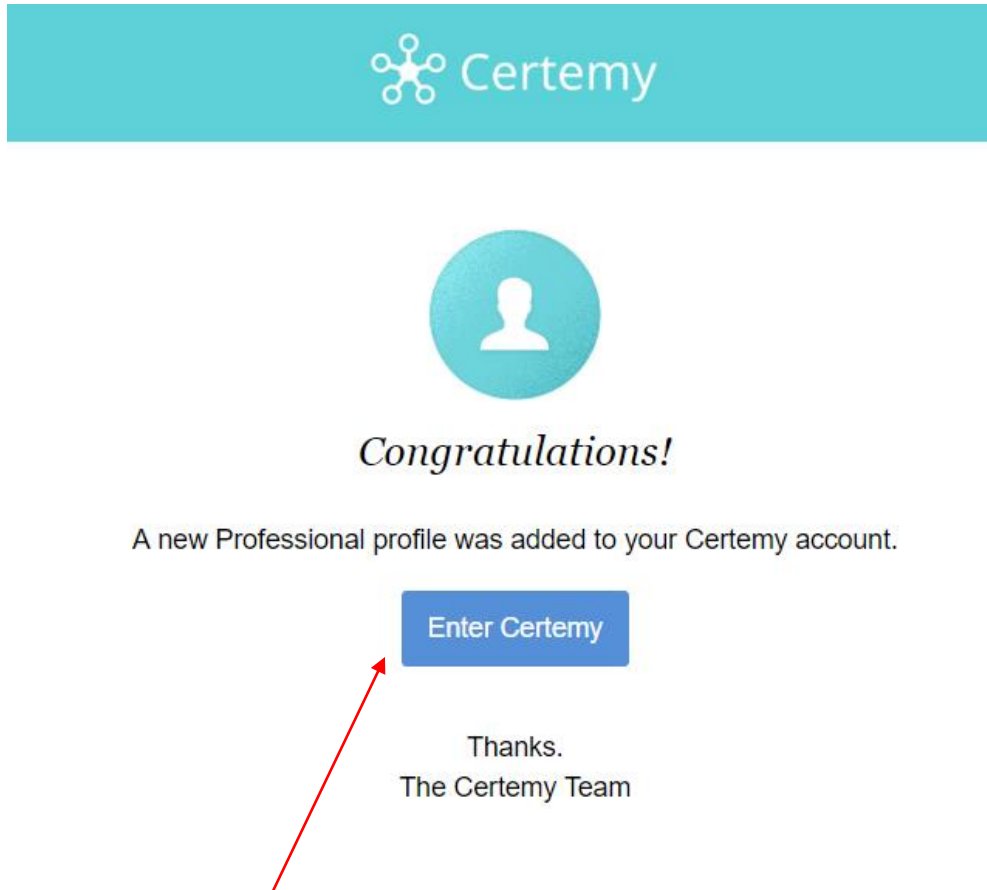
The screenshot displays the Certemy interface. At the top, there is a navigation bar with 'Certemy', 'My Certificates', 'Digital Wallet', and a user profile for 'Ima Candidate Professional'. The main content area is divided into two columns. The left column, titled 'My Certificates', contains a search bar and a list of certificates. The first certificate is 'IC&RC Examination Registration [Phase: Registration form]' by 'VADACB', with a progress indicator showing 2 steps and a 'Next Step Due' of Jul 1, 2019. Below this information are 'ACCEPT' and 'REJECT' buttons. A red arrow points to the 'ACCEPT' button. The right column shows a detailed view of the same certificate, including a '1 step' section with 'Review your Information' (Registration form, Incomplete, Due: Jul 1, 2019) and a '1 upcoming step' section with 'Test' (Test, Incomplete, Due: Apr 1, 2019). At the bottom of the right column, there are 'ACCEPT' and 'REJECT' buttons, with a red arrow pointing to the 'ACCEPT' button.

A pop-up window will notify you that your certification has been accepted. This message indicates that your exam registration has been accepted.

Step 8. Click on the icon located on the top right corner next to your name to log out.

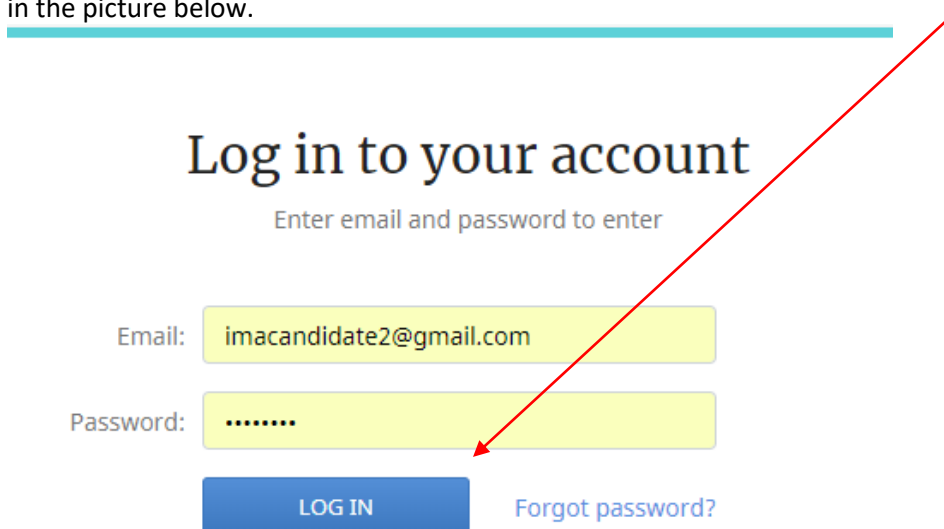


Step 9. You will receive a second email from Certemy with the subject line, “New Professional Profile was Added” with contents like the sample email, below:

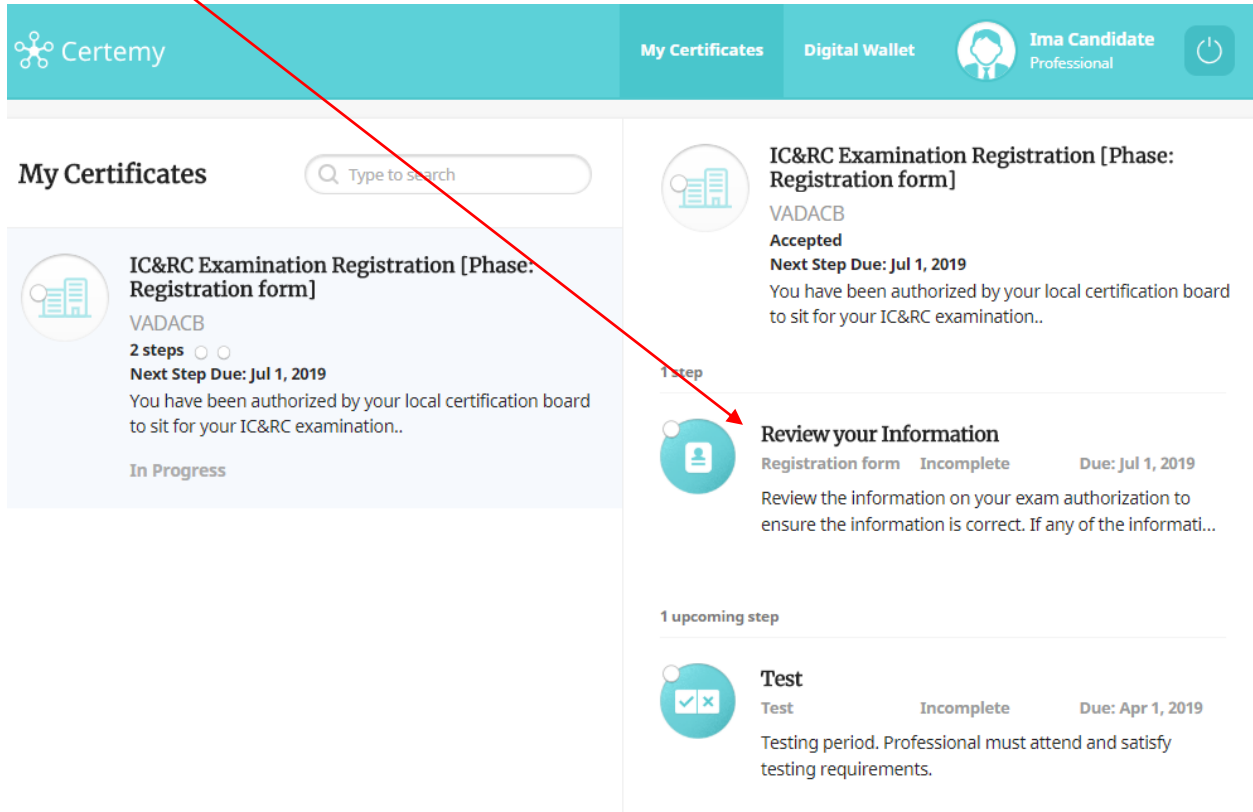


Step 10. Click the “Enter Certemy” button.

Step 11. Enter your email address and Certemy password, and then click the “Log in” button as indicated in the picture below.

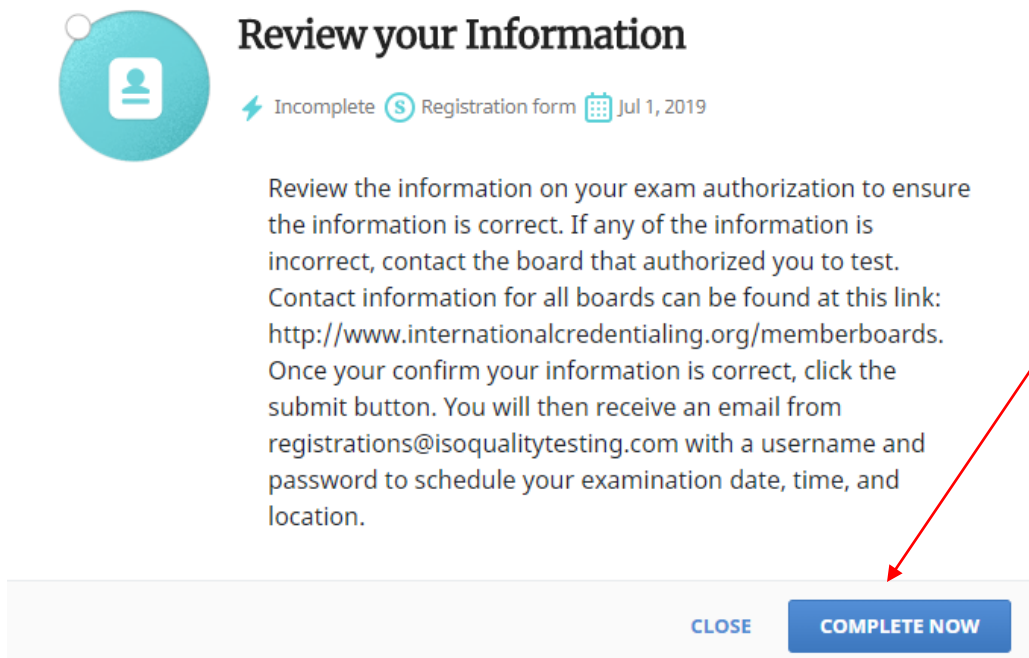


Step 12. Next click the icon in the “Review Your Information” section located in the middle right of the screen.



The screenshot shows the Certemy dashboard. The top navigation bar includes the Certemy logo, 'My Certificates', 'Digital Wallet', and a user profile for 'Ima Candidate Professional'. The main content area is divided into two columns. The left column, titled 'My Certificates', contains a search bar and a card for 'IC&RC Examination Registration [Phase: Registration form]' with a '2 steps' progress indicator and 'In Progress' status. The right column shows a detailed view of the same registration, including a '1 step' progress indicator and a list of steps. The 'Review your Information' step is highlighted with a red arrow, showing it is 'Incomplete' and 'Due: Jul 1, 2019'. Below it, the 'Test' step is also 'Incomplete' and 'Due: Apr 1, 2019'.

Step 13. Next, click the “Complete Now” button when the pop-up window appears:





The screenshot shows a pop-up window titled 'Review your Information'. It features a teal circular icon with a person silhouette. Below the icon, it displays 'Incomplete', 'Registration form', and 'Jul 1, 2019'. The main text reads: 'Review the information on your exam authorization to ensure the information is correct. If any of the information is incorrect, contact the board that authorized you to test. Contact information for all boards can be found at this link: <http://www.internationalcredentialing.org/memberboards>. Once you confirm your information is correct, click the submit button. You will then receive an email from registrations@isoqualitytesting.com with a username and password to schedule your examination date, time, and location.' At the bottom, there are two buttons: 'CLOSE' and 'COMPLETE NOW', with a red arrow pointing to the latter.

Step 14. Next, review your exam information, and then scroll down and click the “Submit” button, as indicated in the screenshots on the next two pages.



Review your Information

 Incomplete  Registration form  Jul 1, 2019

Review the information on your exam authorization to ensure the information is correct. If any of the information is incorrect, contact the board that authorized you to test. Contact information for all boards can be found at this link: <http://www.internationalcredentialing.org/memberboards>. Once you confirm your information is correct, click the submit button. You will then receive an email from registrations@isoqualitytesting.com with a username and password to schedule your examination date, time, and location.

Exam ID *

Alcohol and Drug Counselor (ADC) Examination ▼

Valid From Date * 2018-07-02



Valid Until Date * 2020-07-02



SchoolCode *

(VADACB) ▼

First name *

Ima

-continued-

Address1 *

298 S. Progress Avenue

Address2

City *

Harrisburg

State *

Pennsylvania ▼

Zip *

17109

Country *

United States ▼

Primary Phone

717-540-4457

Other Phone

BACK

SUBMIT

Note: You may or may not be able to change some of your information, depending on permissions set by your IC&RC board. If your information is listed incorrectly, please contact your member board for assistance. A directory of member boards can be found at www.internationalcredentialing.org.

Step 15. Click the “Confirm” button.

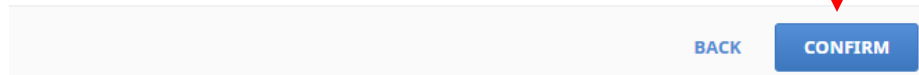
Please confirm form submission

Step name:

Review your Information

Step type:

Registration form



BACK CONFIRM

In some cases, you may need to click the “Confirm” button more than once for the window to close. No need to be concerned as only one exam registration will be created on the testing company’s system. If the system does not respond after clicking the “Confirm” button, simply click the “Refresh” button in your web browser.

Step 16. You will receive a third email from Certemy with the subject line, “Schedule IC&RC Exam” with contents like the sample email below.



 **IC&RC**
Leading the World in Credentialing
Precision. Substance. Fair Treatment. & Integrity Professionalism.

Dear Ima Candidate,

You are ready to schedule your IC&RC Alcohol and Drug Counselor (ADC) Examination examination.

Click the “LOG IN” button below to access the online scheduling portal. Use the provided login information to schedule your examination.

Login: imacandidate2@gmail.com

Password: uEzzHuwB

 **LOG IN**

If you have any questions or need technical assistance at any time, please contact IC&RC at:
info@internationalcredentialing.org or 717-540-4457.

IC&RC’s business hours are Monday - Friday from 8:00 AM - 5:00 PM Eastern.

Thanks,
IC&RC

Step 17. Copy the password on the screen then click the “Log In” button. You’ll be redirected to the testing company’s scheduling system to schedule your exam date, time and location.



EXAM REGISTRATION

Welcome To IQT Testing!

Login

UserID:

Password:

Login

If you do not have a login, click [Register](#).
If you have misplaced your login, please call ISO Quality Testing at 866-773-1114.
Note that your password must be entered with the correct case.
If you have forgotten your password please click [Here](#)

ISO-QUALITY TESTING, INC.

IQT Home

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ISO Quality Testing, Inc. - An SMT "Sister" Company

Note: “UserID” refers to your email address. “Password” is the password you were sent in the last email from Certemy (see step 16).

If you have any issues with scheduling, such as not being able to see seat availability at your nearest testing center, please call the testing company toll-free at 866-773-1114 and they’ll be happy to help you schedule.

Having Problems?

For problems with your name, address, or exam type, please contact your IC&RC member board. A directory of member boards can be found at www.internationalcredentialing.org.

For problems with the Certemy platform, contact IC&RC at info@internationalcredentialing.org or call 717-540-4457.

For problems with scheduling your exam, please call SMT/IQT at 866-773-1114.