University of CINCINNATI TESTING SERVICES

Step 1: Create an account with CCE.
- **Using THESE INSTRUCTIONS, create an account with CCE.**

Step 2: Complete the CPCE Application.
- Use the following instructions to complete the CPCE application through the CCE Gateway. If you receive testing accommodations, please use the second set of instructions.
    1. CPCE Application Instructions
    2. CPCE Application Instructions (*with testing accommodations)*

Step 3: Wait.
- Your application must first be approved by the university coordinator, and then your information will be transferred to PearsonVUE, the test vendor for the CPCE. PearsonVUE will send you an "Authorization to Test" email once this process has completed. Once received, continue to step 4.

Step 4: Pay for the Test and Obtain a Voucher Number from UC Testing Services.
- As a UC student you have access to a discounted rate of $120.
    1. Go to: https://www2.registerblast.com/uc/Exam/List and register/pay to take the CPCE at UC Testing Services. The system will allow you to register only within the proper testing windows. (For exam groups during registration, choose "External Testing & Proctoring Services", then "CPCE").
- **Once you have paid for your registration,** UC Testing Services will email you within 3 business days with a voucher code. You will use this voucher code to purchase the test from PearsonVUE.

Step 5: Register with and use your voucher code to buy the test from PearsonVUE.
- Follow **THESE INSTRUCTIONS** to pay for the CPCE-APB exam with your voucher code.
    - **If you are approved for testing accommodations**, you must pay the exam fee by contacting Pearson Vue accommodations customer service at 800-466-0450 opt 3. You can provide the voucher number over the phone. **DO NOT buy your test without first confirming with PearsonVUE that the accommodations have been added to your account**.

Step 6: Appear for your CPCE test on your test date.
- Your test must be proctored in-person at our center on the UC's main campus, in French Hall West, Suite 1000. Our exact address is as follows:
    - UC Testing Services
      French Hall West Suite 1000
      2815 Commons Way
      Cincinnati, OH 45221
- **Bring your CCE login credentials on test day. You will need them to login to the test.**