Registering with Pearson VUE:

1. **AFTER** you receive the email from Pearson VUE, go to their website to create an account. (www.pearsonvue.com/cpce). DO NOT CREATE AN ACCOUNT with Pearson VUE until you have your Candidate ID number.
2. Once on the Pearson VUE web page, click on **Create Account** on the right side.
3. Step 1: Create a Web Account page: Put in your first name, last name, and Candidate ID number from your "Authorization to Test" email. Click **Next.**
4. Step 2: Verify Profile Information: Look over the information to verify it is correct and click **Next**.
5. Step 3: Verify Additional Information: Confirm the additional information and click **Next**.
6. Step 4: Create Account: Create your username, password, and answer the Security Questions. Click **Finish**.
7. You should see that your account creation was successful and click **Next**.
8. Your pre-approved exam will be presented. Click on the underlined exam "**CPCE-CBT Counselor Preparation Comprehensive Examination (CPCE)."**
9. ***** If you will be receiving special exam accommodations,** you can now click on **Sign out**. You will need to contact the Pearson VUE customer service at 866-904-4432 to schedule a test date and pay via credit card.
10. "Exam Details" screen: Click on **Schedule this Exam**.
11. "Confirm Exam Selection" screen: Click on **Proceed to Scheduling**.
12. "Test Center Search" screen: Select a test center and click **Next**.
13. "Choose Appointment" screen: Click on a **date** and it will show you the times available. Click on an **available time**
14. "My Order" screen: This shows the details of your appointment and price of the exam. Click on **Proceed to Checkout**.
15. "Checkout-Step 1: Confirm Personal Information": Your name must exactly match the identification that is presented at the test center. Click on **Next**.
16. "Checkout-Step 2: Agree to Policies": Read over the CCE policies, check the box at the bottom right and click **Next.**
17. "Checkout-Step 3: Enter Payment": Enter credit card information and then you will see your Order Total. Click on **Next**.
18. "Checkout-Step 4: Submit Order": Review everything and then click on **Submit Order**.