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](http://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.