CPCE-ABE (CBT-Testing In-Person, at a Pearson Vue Testing Facility)

**IF IT'S BEEN MORE THAN 10 DAYS SINCE YOU REGISTERED WITH CCE AND YOU STILL HAVE NOT RECEIVED THE AUTHORIZATION TO TEST EMAIL FROM PEARSON VUE CONTAINING YOUR CANDIDADTE ID, PLEASE CONTACT THE CCE CPCE COORDINATOR AT cpce@cce-global.org

Registering with Pearson VUE:

Scheduling and Payment Process

1. Once you have received the "Authorization to Test" email from Pearson VUE, please log into your account on the Credentialing Gateway.

2. Click on the "CPCE" box located on the right side, which contains your active exam authorization.

3. Select the "Go to Pearson VUE" button, on the next screen.

4. Next, the Pre-Approved Exam will be listed. Select the hyperlink for the exam.

5. After selecting next, the Exam option for delivery in person at a Pearson VUE test center or the OnVUE application will be listed, select in person option then click next. The CPCE Handbook can be accessed here: https://www.cce-global.org/assets/exams/handbooks/CPCE.pdf

6. Provide Additional Information section, confirmation that the CPCE candidate handbook has been reviewed prior to scheduling this exam.

7. The Agree to CCE Policies page provides the Admission, Reschedule, and Cancellation Policy, select agree to proceed.

8. Find a Test center, you can select up to three test centers to compare availability of dates and times, then select next.

9. Find an Appointment, select a date from the calendar. If no available appointments are shown, select a different test center. If the exam delivery dates are not available, check another month. **Please Note:** If you are approved for testing accommodations, you must schedule your appointment and pay the exam fee by contacting Pearson Vue accommodations customer service at 800-466-0450 opt 3. Do not attempt to proceed with payment if your accommodation hasn't been added to your account. Please contact the CCE CPCE Coordinator at cpce@cce-global.org to confirm that your accommodations have been added.

After selection of a date from the calendar, scroll down to select a time. Please note the time is in 12 hour (e.g., 2:00pm) or 24 hour (e.g., 14:00pm) format.

Click the "Book the Appointment" button once you have selected your preferred exam appointment to proceed to the Cart.

10. Review your appointment location, date, and time and click on "Agree and Proceed" to progress to the Enter Payment and Billing page.

11. Select your debit/credit card type from the drop down under "Payment Type" and enter the billing address associated with your card. and then you will see your Order Total. Click Next. **If applicable**** the voucher provided from your university, click "Add Voucher or Promo Code" and enter the voucher number.

12. Enter your debit/credit card information and select Pay. Once you have submitted payment you will receive a confirmation email from PearsonVUEConfirmation@pearson.com, containing your appointment date, time, and location.

Things to Remember

- Please remember your login credentials for your Credentialing Gateway account; you will need them to access your Pearson Vue account on the date of your exam.
- If you have forgotten your login credentials, you may go to Account details and use the "Edit Account" option on the sign-in page.
- You can test up to 2 times within your 6-month eligibility period; payment is required for each exam attempt.
- If you need to make any EDITS/CHANGES to the information you input in the CCE registration application, please send an email to CCE CPCE Coordinator at cpce@cce- global.org with the corrections and it will be updated.
- If your 6-month authorization window expires, ask your University Program coordinator to email the CCE CPCE Coordinator at cpce@cce-global.org to extend your eligibility. DO NOT CREATE ANOTHER CCE ACCOUNT.
- If your Pearson VUE dashboard states "No Pre-Approved Exams" when you log into your account, you require an extension.
- If you need to RETAKE THE EXAM, you will sign into your Credentialing Gateway account

- If you are unable to test on the date you selected, you will need to cancel or reschedule your appointment at least 24 hours before the date AND time of the appointment.

- You may reschedule your appointment by logging into your Credentialing Gateway account, click the Go to Pearson button then select the appointment link at the top of the dashboard under "View or Launch Online Exam", and then select reschedule/cancel on the next screen to the far right, or by contacting Pearson Vue via phone, 866-904-4432.

- Rescheduling your exam requires payment of a $50 fee charged by Pearson Vue. If the appointment is canceled, a refund is issued if the cancellation is within the alloted time frame. The exam can be scheduled later once you have received the$150 refund.

- A physical copy of your raw score report will be provided at the Pearson test center upon completion of the CPCE. Please store this copy in a safe and secure area.

- An official score report will be sent to your school as confirmation of testing the month following your exam. (i.e., A score roster of students who tested during the month of August will be sent to the school by September 15th). There is nothing you need to do to have your scores sent to your university, they will be sent automatically.

  SPECIAL ACCOMMODATIONS: If you are approved for exam accommodations, the Disabilities or Student Affairs Office at your school should email a letter on university letterhead to the Accommodations Manager at CCE via email to accommodations@cce-global.org . The letter must be signed and dated by the school representative and include the necessary accommodation(s) you will require during testing. DO NOT PAY for the exam until the accommodation(s) have been applied to your account.

- Once your accommodation(s) have been approved and added to your account, you must call Pearson VUE accommodations customer service at 800-466-0450 opt 3 to schedule/pay over the phone.