ASBOG Application Submission Process

To complete the approval of an ASBOG application, please complete the following steps:

1. You will click on this link and need to create a new login


2. You will need to create a user ID (your email address), create a password, enter First and Last Name. Then click Submit at the bottom.
3. Enter the password you just created in the password box and click Log-In.

4. Once logged in, you will need to click the Application tab at the top. Then click the Create an Application for Certification.
5. Then you will go to Application in the center of the screen, click the dropdown and choose the ASBOG Application and then click Save.

6. Your application is now displayed under the application tab. Click the folder to the left of the application name to begin the process.
7. This will bring you to the first page of the application. The application must be completed in its entirety prior to being approved to sit for the exam. Follow the directions on each screen to proceed to the next page.

8. Complete all Tabs in the Application.

9. Once you successfully complete your application you will see Approved in the status box. Once submitted, you are not permitted to change the information in the application.
10. Once you have successfully completed your application, you will receive two emails. The first will be an Application Approved Email and the second will be a Preliminary Scheduling Approval Email. You are now done with the application process and will need to wait for the Final Scheduling Approval Email.