



EXPERIENCE. INTEGRITY. CHOICE.  
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# RELATIONSHIPS MATTER

## Manual

October 8, 2022

## Candidate Scheduling Process

**Step 1.** Once your board has approved and pre-registered a candidate to sit for an exam, the candidate will receive the following email from [registrations@isoqualitytesting.com](mailto:registrations@isoqualitytesting.com). The candidate will use this email to schedule their exam.

Friday, Dec. 17, 2022

Dear Candidate,

You have now been approved by \*\*\*\*\* to schedule an appointment to sit for your examination. Please proceed as follows:

- 1 -- Go to our home page: [www.IQTTesting.com](http://www.IQTTesting.com)
- 2 -- Using the option "Exam Registration"
- 3 -- Select the Organization: \*\*\*\*\*.
- 4 -- Select the exam: \*\*\*\*\*
- 5 -- Enter your Username and Password to login. These are:

Username: **sd03@yahoo.com**

Password: **rz9S9mu6**

After logging into the IQT website, please follow the on-screen instructions for scheduling an appointment. Please note that you must test within this date range: 01/01/2011 to 12/31/2016.

**Reschedule/Cancellation Policy:** If you fail to show up for your examination at the scheduled time, do not have the proper identification, or do not have your admission document, you will not be allowed to sit for your exam. You will be considered a 'No-Show', your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam. However, if an issue arises that prohibits you from making it to your scheduled exam, you may reschedule prior to (5) calendar days before your scheduled exam date. **You may be required to pay a rescheduling fee to process your request.** If it is less than (5) calendar days, you will not be allowed to cancel or reschedule your exam unless one of the following 3 situations have occurred:

**Death in the immediate family**

**Military Deployment**

**Sickness**

If you experience any of the above issues, you **MUST** provide IQT with proper documentation before being rescheduled to a new date. **If none of the above are the reason for wanting to reschedule or cancel your exam less than 5 days prior to your exam date, then you will not be allowed to reschedule or cancel your exam. Please also note that if you do not show up, you will be considered a 'No-Show', your**

**examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam.**

**Result Letter:** Please note that you **MUST** receive a status letter after completing the exam. **Please do not leave the testing center until this has been given to you by the Proctor.**

Should you require assistance, please click on the "Contact Us" button on the home page to send a message to customer service, or you may call (toll-free in USA and Canada) 1-866-773-1114, or (other countries) +1 727-733-1110.

Sincerely,

Iso-Quality Testing, Inc.

**Step 2.** Once a candidate has received the above email, the candidate will be directed to the IQT website, [www.iqttesting.com](http://www.iqttesting.com), to complete their registration.

**PROMETRIC**

## Welcome

### Prometric Computer Based Testing Network

Test centers will be opening in accordance with CDC recommendations for their State Jurisdictions. Please check regularly for available sites, dates and times.

**All scheduled exam sessions are subject to cancellation due to COVID-19 requirements, which take precedence, including the need to change testing availability on a daily basis. Please monitor your email for last minute notifications. To confirm you exam is going to be administered, you can contact IQT the day before your scheduled session.**

Thank you for your support and continued partnership as we work together to ensure the safety, health and well-being of those we serve.

- Start Exam
- Schedule/Reschedule an Exam
- Proctor Administration

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Once a candidate has made it to the IQT website, they will select the second option: Schedule/Reschedule and Exam.

**Step 3.** Candidates will then be directed to the Login screen. It is important to note that a candidate will not be able to log in unless they have been pre-registered for an exam by the \*\*\*\*\* office.

Once a candidate has entered the User ID and Password identified in the pre-registration email, they will click the Login button.

Candidates will enter the User ID and Password identified in their pre-registration email.

**Step 4.** From the IQT welcome screen, candidates will select from the drop down list the Organization Name and the Exam Title they have been pre-registered for by their Boards. This information can be found in the pre-registration email they received earlier (Step 1).

In the first drop down, candidates will select ASBOG.

In the second drop down, candidates will select the exam they have been pre-registered for by their Board.

Once both drop downs have been selected, candidates will click

**Step 5.** Candidates will then be directed to the Candidate Profile screen. It is important that candidates verify all information on this page, as this information is used to populate the Admission Document and status letter. Security procedures do not allow candidates to change their name or email address. This ensures that the candidate who was pre-registered for an exam is the candidate who sits for the exam.

The screenshot shows the 'EXAM REGISTRATION' 'Candidate Profile I' form. It includes fields for First Name (ASBOGsampleDemo118), Middle Name, Last Name (ASBOGDemosample118), Address1 (1234321 Main St), Address2, City (Sacramento), State/Province (California), and Country (United States). There are also fields for Work Phone and Email Address (ASBOGSampleDemo11-8@demo). A 'Next' button is at the bottom right. A callout bubble on the right says: 'It is imperative that all candidates enter, verify, and correct the information on this page. If a candidate needs to change their name or email address, they should do so by contacting the Board Office where they were pre-registered.' A callout bubble on the left says: 'Once a candidate has verified and/or corrected all information, the candidate will click the Next button.'

**Step 6.** Candidates will need to complete the Pre-Scheduling survey.

The screenshot shows the 'Pre-Scheduling survey' form. At the top, there is a progress bar with steps: Intro, Attempts, Education, Graduation Year, Degree Type, Year of Highest Degr..., MA/MS Degree, and Primary Area of Prac... The 'Intro' step is highlighted. Below the progress bar, there is a note: 'Mandatory fields are marked with an asterisk \*'. The PROMETRIC logo is centered. At the bottom, there is a text box: 'Please complete all questions to the best of your ability. We use the information requested to provide feedback to University programs regarding performance of their curriculum.' and a 'Next' button.

**Step 7.** Candidates will then be directed to the Site Scheduling screen. The candidate will choose the location, date, and time of their exam. This is a real time scheduling system, so once a candidate has selected a location, date, and time for their exam and clicks the Next button, they are immediately confirmed for that location, date, and time.

The screenshot shows the 'EXAM REGISTRATION' page for 'Exam - Practice of Geology PG'. The page includes a 'Test Centers' dropdown menu with a message: '< There are no nearby testing centers for these search parameters.' Below this is an 'Exam Times' section. A callout bubble points to the 'Test Centers' dropdown with the text: 'Select the location you wish to test at.' Another callout bubble points to the 'Exam Times' section with the text: 'Select the time you wish to sit for your exam.' A third callout bubble points to a date input field containing '11/8/2022' with the text: 'Change this date to reflect date you would like to test. The first 50 sessions or the next 50 days of a test center's available exam times will be shown in the 'Exam Times' box above. Click the button 'GO' to refresh the results.' A fourth callout bubble points to a 'Go' button with the text: 'Select your site or time zone.' A fifth callout bubble points to a 'Go' button with the text: 'After selecting a Test Center or Time Zone, Select the date and time you would like to sit for your exam.' The page footer includes the ISO-QUALITY TESTING, INC. logo and contact information.



**EXAM REGISTRATION**

**Exam - Practice of Geology PG**

Test Centers: 2.2 miles - Schroeder Measurement Clearwater FL USA // 25400 US Hwy 19

Exam Times: < no exam times vacant between 11/8/2022 and 12/28/2022 >

**Search Parameters**

Start Date: 11/8/2022 [Go]

Change date to reflect date you would like to test. From Start Date, the first 50 session of a test center's available exam times are shown in the Exam Times box above

Filter the results by using this section. Click the button GO immediately after the input area to refresh the results.

Country: United States USA [Go] State: Florida [Go] City: Clearwater [Go]

on window of 11/8/2022 to 11/8/2023. Your selection has no exam times between may be checked using the search parameters below. Or you may contact Iso-773-1114 or email IQT at registrations@isoqualitytesting.com

[Next]

ISO-QUALITY TESTING, INC. Registration Home Contact ©Copyright 2022 All Rights Reserved. ISO Quality Testing, Inc. - An SMT 'Sister' Company

Once candidates have selected a date and time for their exam, they will click the Next button.

**Step 8.** Once a candidate has selected the location, date, and time of their exam and clicked the Next button, they will be directed to the Confirmation screen. The candidate must agree to the IQT Examination agreement prior to confirming their exam scheduling choice. Once a candidate clicks the Submit button, their scheduled exam is confirmed and cannot be changed.

**IQT EXAM**

**Confirm Your Registration Selections**

**Alcohol and Drug Counselor (ADC) Examination (Formerly known as Alcohol & Other Drug Abuse Counselor)**

**Candidate:** SMT SMT [edit](#)  
1111 SMT SMT  
Dunedin, FL 34698  
United States  
sdc03@yahoo.com

**Exam Time:** Fri 9:00am on Jan 7, 2011 [edit](#)  
(180 minutes)

**Location:** Volunteers of America  
1205 E. 8th Ave  
Tampa, FL 33605  
United States

I agree to the [IQT Examination Agreement](#) terms.

This examination may not be rescheduled or cancelled after Jan 5 Jan 2011.

I understand by clicking on 'Submit' that I may be required to pay a rescheduling or cancellation fee to process my request. Please verify the above information is accurate prior to clicking Submit.

[Submit] [Cancel]

Registration Home Contact ©Copyright 2010 - All Rights Reserved. Testing, Inc. - An SMT 'Sister' Company

Candidates will then click the box affirming they agree with the IQT Examination Agreement.

Candidates can view the IQT Examination by clicking on the blue link

**Confirm Your Registration Selections**  
**Alcohol and Drug Counselor (ADC) Examination (Formerly known as Alcohol & Other Drug Abuse Counselor)**

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Dunedin, FL 34698  
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**Exam Time:** Fri 9:00am on Jan 7, 2011 [edit](#)  
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**Location:** Volunteers of America  
1205 E. 8th Ave  
Tampa, FL 33605  
United States

Candidates will click submit and be directed to their Admission Document.

Candidates will need to check this box prior to proceeding with the confirmation.

I agree to the [IQT Examination Agreement](#) terms.

**Note:** This examination may not be rescheduled or cancelled after 3 Jan 2011.

I understand by clicking on 'Submit' that I may be required to pay a rescheduling or cancellation fee to process my request. Please verify the above information is accurate prior to clicking Submit.



**Step 9.** Once a candidate has clicked the Submit button on the Confirmation screen, they will be presented with their Receipt and Admission Document. The candidate will be immediately prompted to print this document as they will not be permitted entry to the testing center without this document and two forms of ID. If the candidate loses or misplaces the Admission Document, they may log back into their account and print this document as many times as they deem necessary.

The screenshot shows a web page titled "EXAM REGISTRATION RECEIPT" with a yellow background. On the left, there is a logo for "Alco Examination" and a red warning: "You must bring this document with you. If you do not you will not be permitted to take the exam." Below this are fields for "Candidate:" and "Exam Time: Location:". A "Print" dialog box is open in the center, showing printer selection options (KONICA MINOLTA C353 Series PCL ESS, etc.), page range settings (All, Selection, Current Page, Pages: 1), and a "Number of copies" dropdown set to 1. A callout box with a blue border points to the "Print" button in the dialog, containing the text: "Candidates will click print to print the document they will need to bring to their scheduled exam. Candidates will not be permitted to take the exam if they do not bring this document with them." At the bottom of the receipt, there is a blue note: "You have consented to the IQI Examination Agreement." and a red note: "Note: This examination may not be rescheduled after 3 Jan 2011."

This completes the scheduling process. Candidates should read the Admission Document, as it contains all pertinent information relating to their scheduled exam.