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. 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
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: sdc03@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.

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.

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).
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.

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.

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.
**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.

Select the location you wish to test at.

Select the time you wish to sit for your exam.

Select your site or time zone.

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

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

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.

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