ISO-QUALITY
TESTING, INC.
GLOBAL COMPUTERIZED EXAMINATION SOLUTIONS

Registration Process Guide

2010

Produced for IC&RC

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The purpose of this guide is to detail the steps a candidate must follow to complete the exam scheduling process. The guide was developed for IC&RC and is to be used as a tool to train, support, or assist candidates with scheduling their exams.

Step 1. Once a Board has approved and pre-registered a candidate to sit for an IC&RC exam, the candidate will receive the following email from registrations@isoqualitytesting.com. The candidate will use this email to schedule their IC&RC exam.

Friday, Dec. 17, 2010

Dear Candidate,

You have now been approved by International Certification & Reciprocity Consortium 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: International Certification & Reciprocity Consortium.
4 -- Select the exam: Alcohol and Drug Counselor (ADC) Examination (Formerly known as Alcohol & Other Drug Abuse Counselor)
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.**
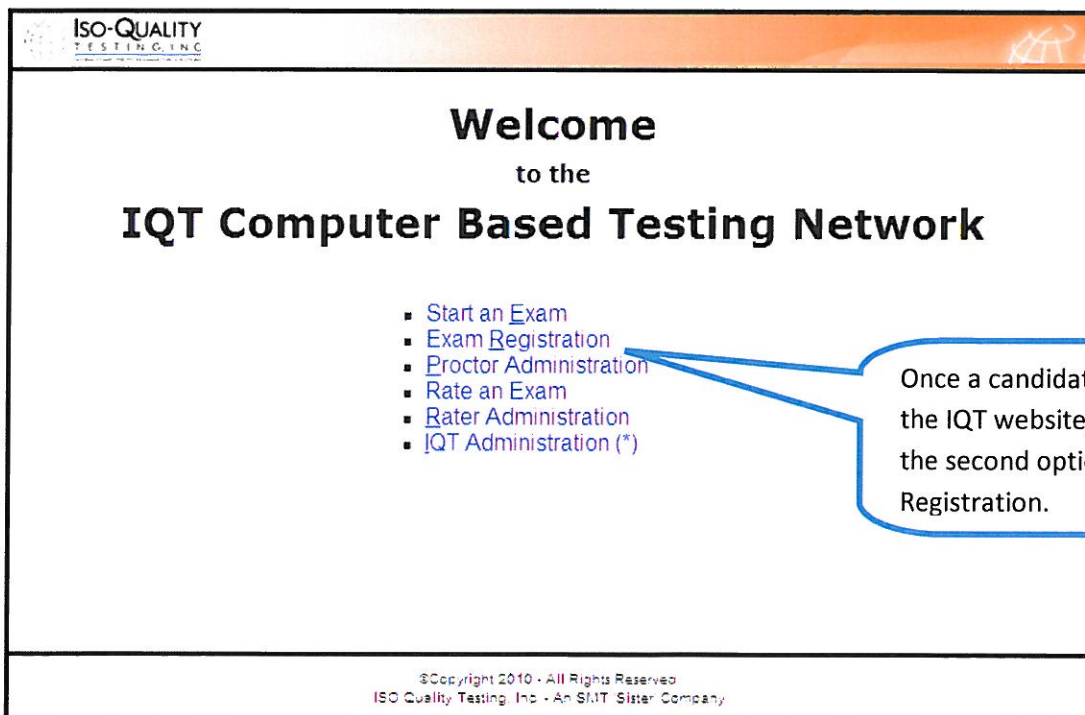
<u>Result Letter</u>: Please note that you **MUST** receive a status letter after completing the exam. **Please do not leave the testing center until this has been given to you by the Proctor.**

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.
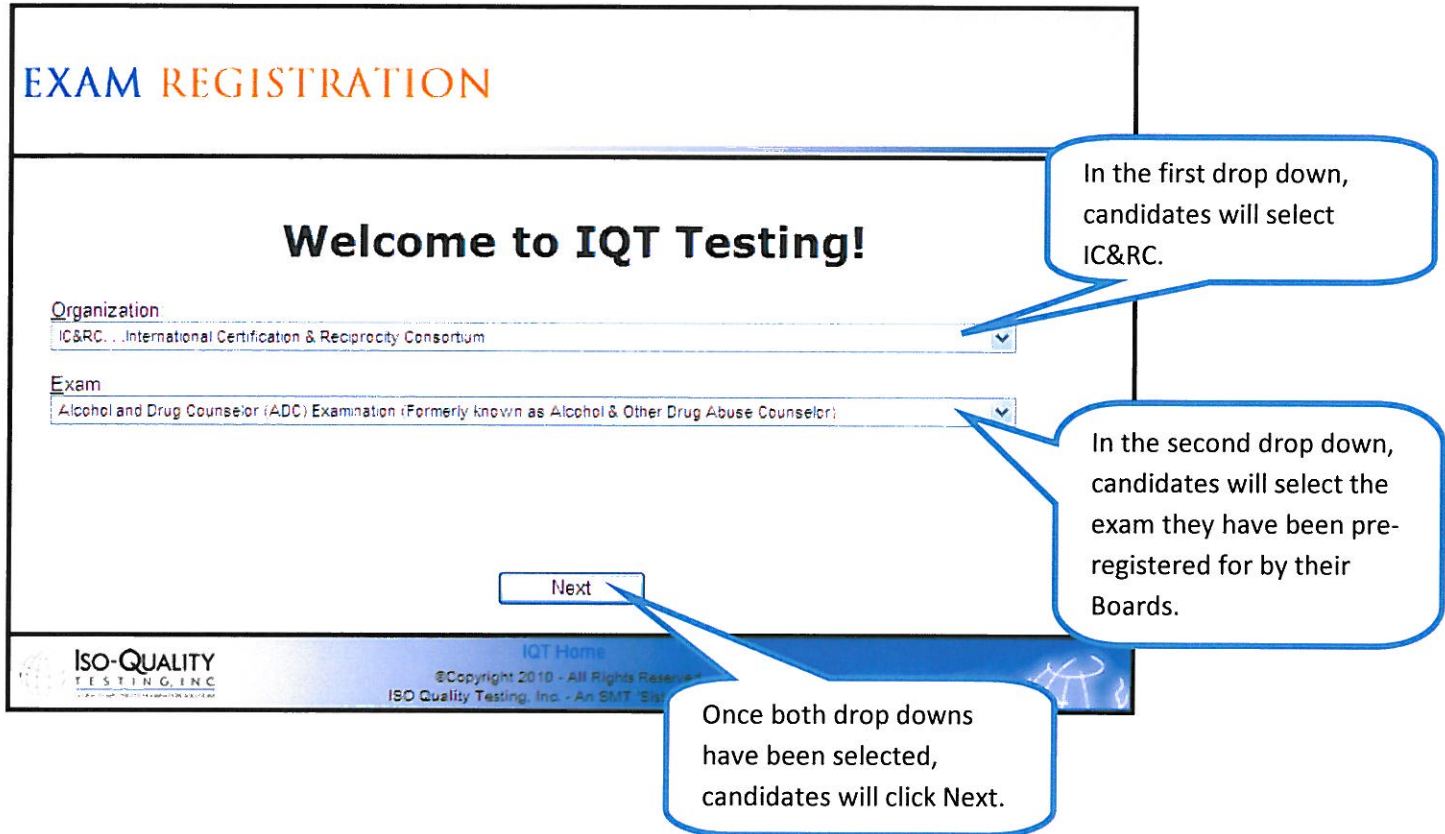
Sincerely,

Iso-Quality Testing, Inc.

Step 2. Once a candidate has received the above email, the candidate will be directed to the IQT website, iqttesting.com, to complete their registration.

Step 3. 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).

EXAM REGISTRATION

Welcome to IQT Testing!

Organization
IC&RC...International Certification & Reciprocity Consortium

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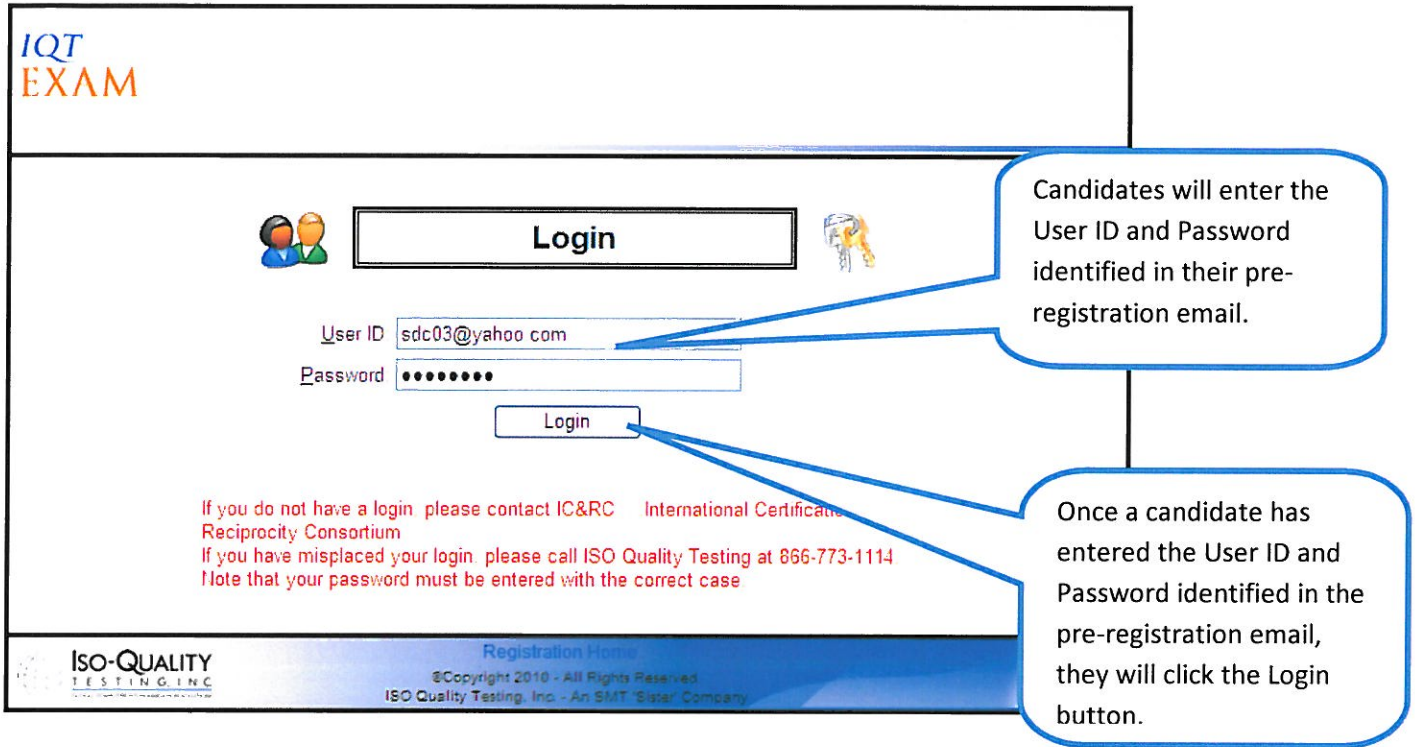
Next

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IQT Home
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> In the first drop down, candidates will select IC&RC.

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

> Once both drop downs have been selected, candidates will click Next.

Step 4. 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 an IC&RC Board office.
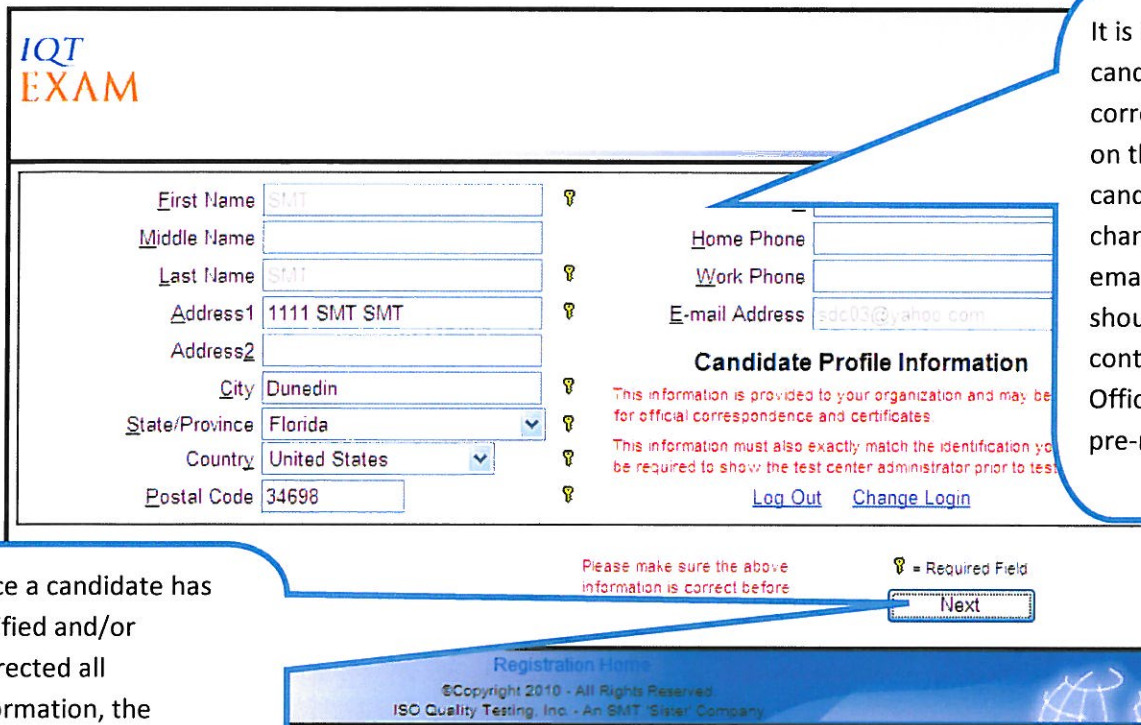
IQT
EXAM

Login

User ID sdc03@yahoo com

Password ••••••••

Login

If you do not have a login, please contact IC&RC   International Certificate
Reciprocity Consortium
If you have misplaced your login, please call ISO Quality Testing at 866-773-1114
Note that your password must be entered with the correct case

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

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

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.

IQT
EXAM

First Name: SMT
Middle Name:
Last Name: SMT
Address1: 1111 SMT SMT
Address2:
City: Dunedin
State/Province: Florida
Country: United States
Postal Code: 34698

Home Phone:
Work Phone:
E-mail Address: sdc03@yahoo.com

Candidate Profile Information

This information is provided to your organization and may be for official correspondence and certificates.

This information must also exactly match the identification you be required to show the test center administrator prior to test.

Log Out   Change Login

Please make sure the above information is correct before

? = Required Field

Next

It is imperative that all candidates 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.

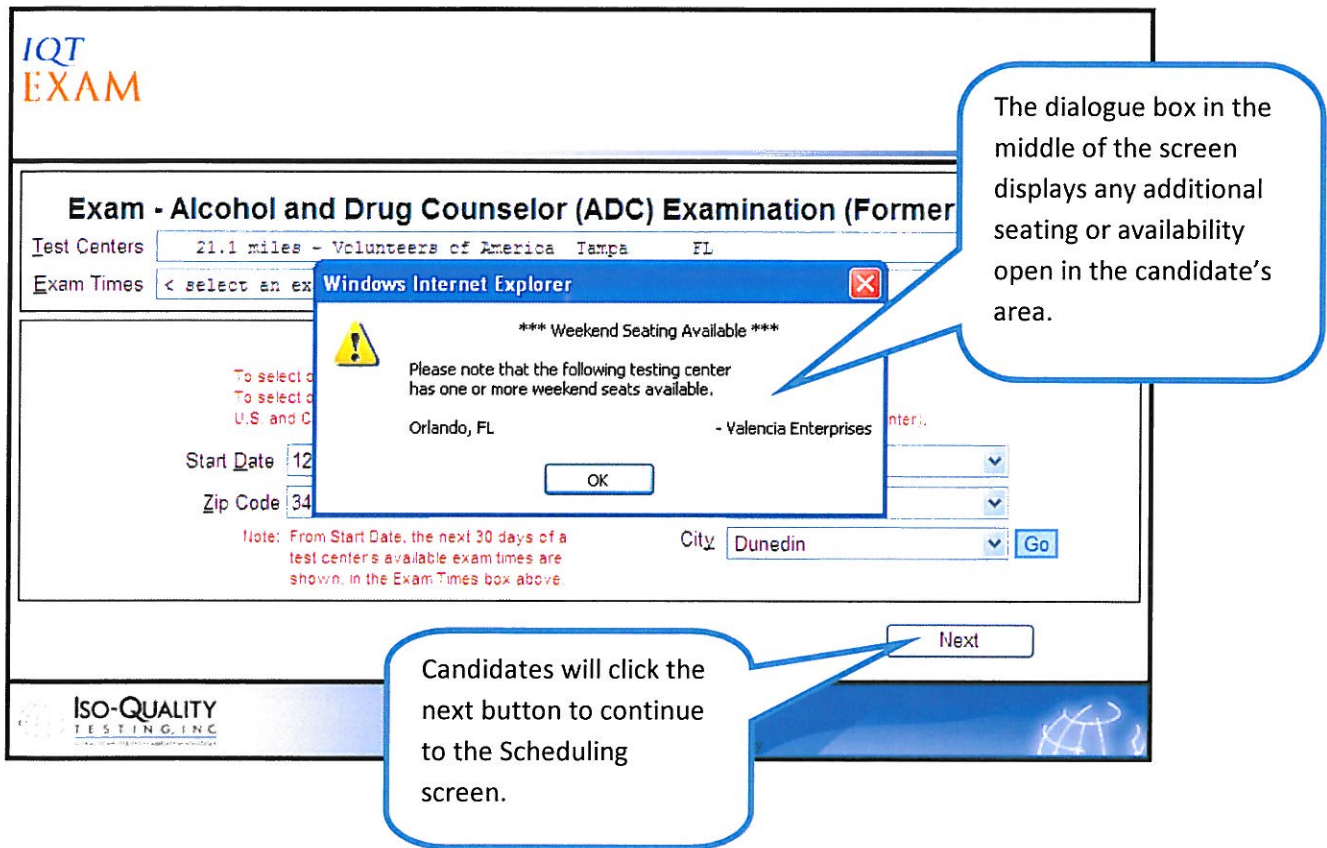Once a candidate has verified and/or corrected all information, the candidate will click the Next button.

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Step 6. 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.

IQT
EXAM

The dialogue box in the middle of the screen displays any additional seating or availability open in the candidate's area.

Exam - Alcohol and Drug Counselor (ADC) Examination (Former

Test Centers | 21.1 miles - Volunteers of America Tampa   FL

Exam Times | < select an ex

Windows Internet Explorer

*** Weekend Seating Available ***

Please note that the following testing center has one or more weekend seats available.

Orlando, FL   - Valencia Enterprises

OK

To select
To select
U.S. and C

Start Date 12

Zip Code 34

Note: From Start Date, the next 30 days of a test center's available exam times are shown, in the Exam Times box above.

City | Dunedin | Go

Next

Candidates will click the next button to continue to the Scheduling screen.

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IQT
EXAM

Exam - Alcohol and Drug Counselor (ADC) Examination (Form

Test Centers | 21.1 miles - Volunteers of America   Tampa   FL

Exam Times | < select an exam time >

| < select an exam time > |
| 5 Jan 2011 - Wed 9:00am - (Eastern Standard Time) |
| 6 Jan 2011 - Thu 9:00am - (Eastern Standard Time) |
| 7 Jan 2011 - Fri 9:00am - (Eastern Standard Time) |
| 12 Jan 2011 - Wed 9:00am - (Eastern Standard Time) |
| 13 Jan 2011 - Thu 9:00am - (Eastern Standard Time) |
| 14 Jan 2011 - Fri 9:00am - (Eastern Standard Time) |
| 19 Jan 2011 - Wed 9:00am - (Eastern Standard Time) |
| 20 Jan 2011 - Thu 9:00am - (Eastern Standard Time) |
| 21 Jan 2011 - Fri 9:00am - (Eastern Standard Time) |
| 26 Jan 2011 - Wed 9:00am - (Eastern Standard Time) |
| 27 Jan 2011 - Thu 9:00am - (Eastern Standard Time) |
| 28 Jan 2011 - Fri 9:00am - (Eastern Standard Time) |

Go

Next

> Candidates will use these two drop downs to identify a location and time for their exam. The closest location to the address in their profile will always display in the Test Center field.

IQT
EXAM

Exam - Alcohol and Drug Counselor (ADC) Examination (Form

Test Centers | 21.1 miles - Volunteers of America   Tampa   FL

Exam Times | < select an exam time >

Test Center Search Parameters

To select other test centers change the postal code(U.S. and Canada only), or location
To select other exam times change the start date.
U.S. and Canada only - Distances shown are from the parameters zip or city i.e. city's center.

Start Date | 12/17/2010 | Go

Zip Code | 34698 | Go

Note: From Start Date, the next 30 days of a
test center's available exam times are
shown, in the Exam Times box above

Country | United States
State | Florida
City | Dunedin

Next

> If a candidate will be traveling or working in a city or state other than the one listed in their profile and would like to take their exam in that location, they can change the search parameters in this section, after which, the test center field above will display the test centers closest to the new location.

IQT
EXAM

Exam - Alcohol and Drug Counselor (ADC) Examination (Formerly

Test Centers | 21.1 miles - Volunteers of America Tampa   FL

Exam Times | 7 Jan 2011 - Fri 9:00am - (Eastern Standard Time)

Test Center Search Parameters

To select other test centers change the postal code(U.S. and Canada only), or location.
To select other exam times change the start date.
U.S. and Canada only - Distances shown are from the parameters zip or city (i.e. city's center).

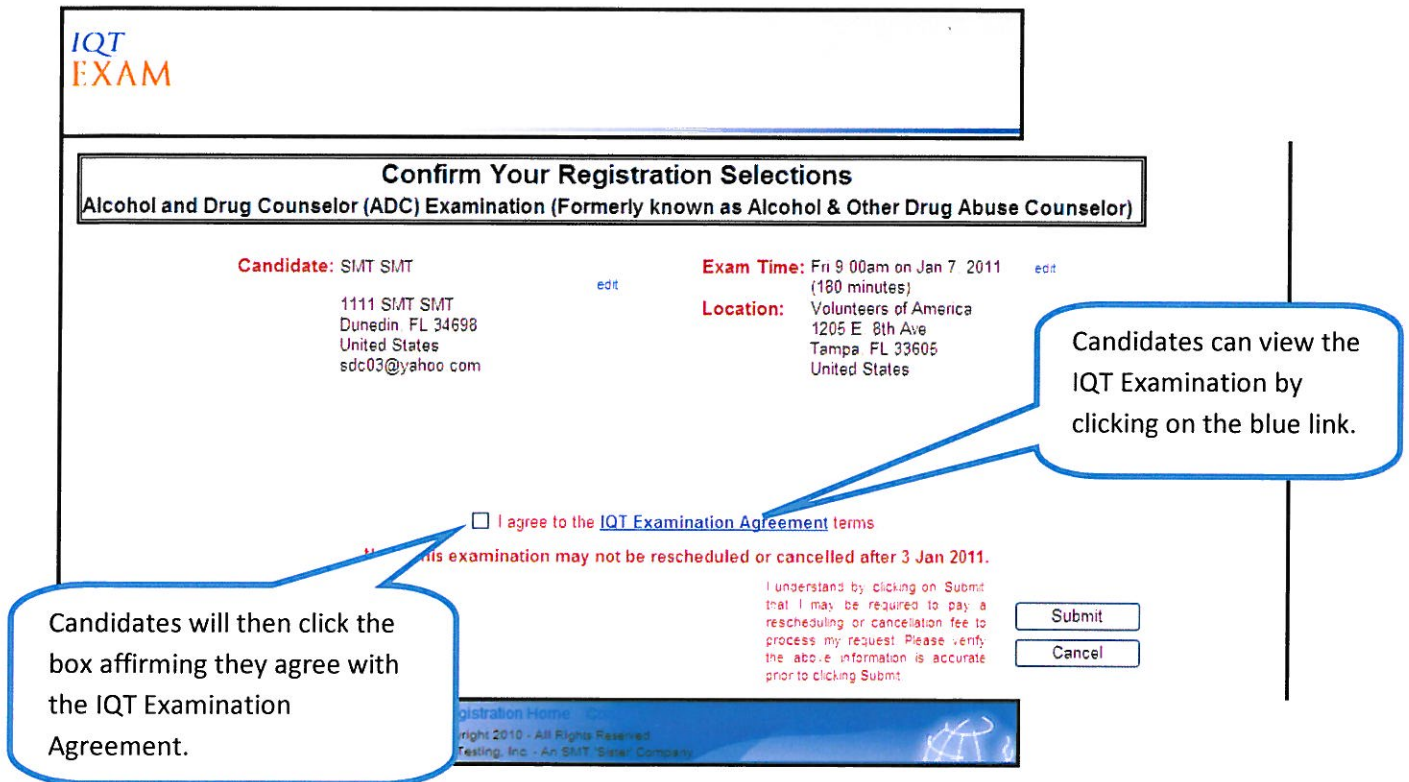Start Date 12/17/2010 [Go]   Country United States

Zip Code 34698 [Go]   State Florida

Note: From Start Date, the next 30 days of a   City Dunedin   [Go]
test center's available exam times are
shown, in the Exam Times box above.

[Next]

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

Step 7. 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 without contacting the Board Office where they submitted their application.

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IQT EXAM

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

Candidate: SMT SMT

1111 SMT SMT
Dunedin FL 34698
United States
sdc03@yahoo com

edit

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 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.

Submit

Cancel

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> Candidates will click submit and be directed to their Admission Document.
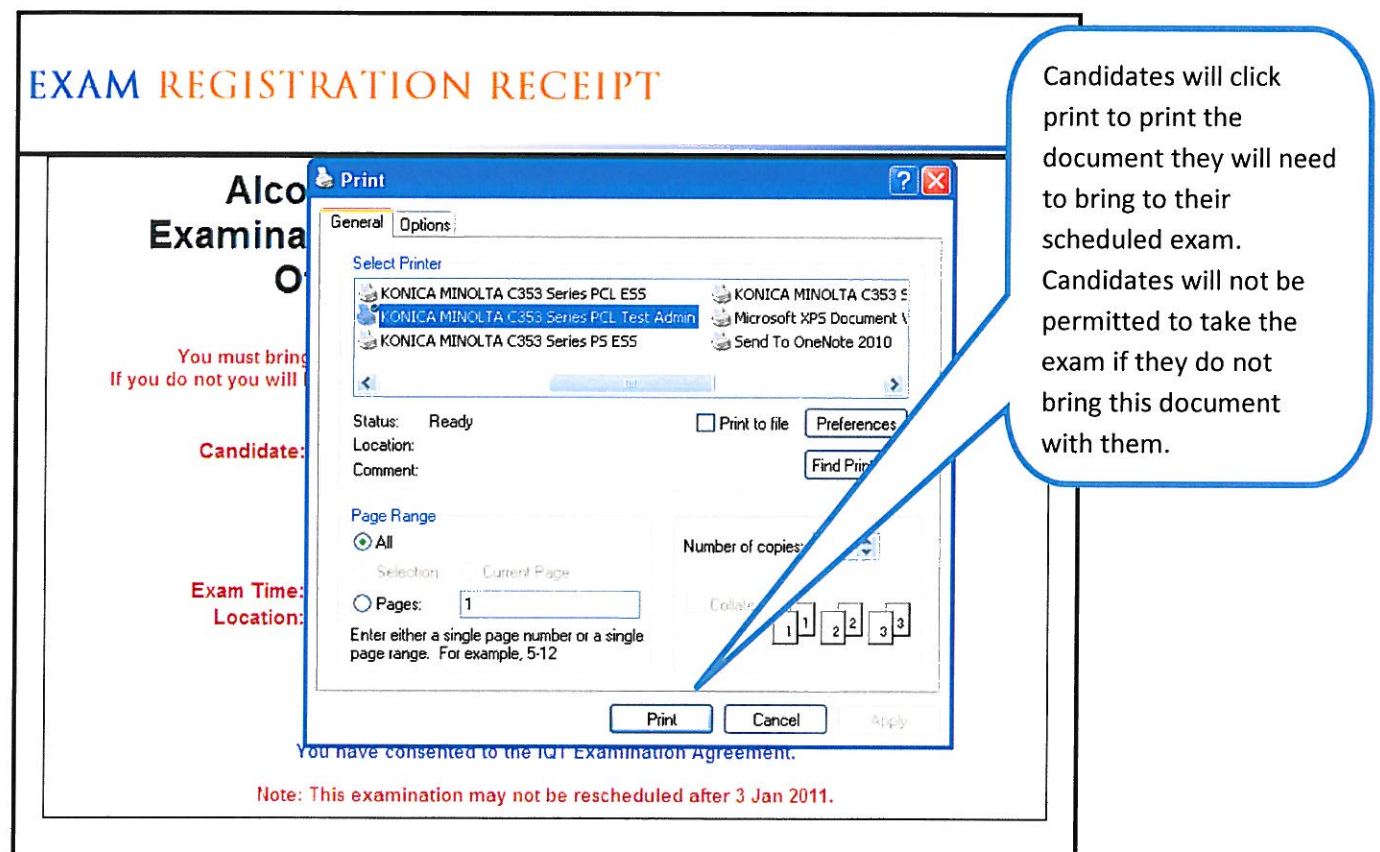
> Candidates will need to check this box prior to proceeding with the confirmation.

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Step 8. 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.

EXAM REGISTRATION RECEIPT

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.

Alco
Examina
O

You must bring
If you do not you will

Candidate:

Exam Time:
Location:

Print

General | Options

Select Printer

KONICA MINOLTA C353 Series PCL E55   KONICA MINOLTA C353 S
KONICA MINOLTA C353 Series PCL Test Admin   Microsoft XPS Document V
KONICA MINOLTA C353 Series PS E55   Send To OneNote 2010

Status: Ready   ☐ Print to file   Preferences
Location:
Comment: Find Prin

Page Range
⊙ All   Number of copies:
   Selection   Current Page
○ Pages: 1   Collate
Enter either a single page number or a single
page range. For example, 5-12

Print | Cancel | Apply

You have consented to the IQT Examination Agreement.
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.