

IPMI CAPP Exam Scheduling Guide

1. When approved for the CAPP exam when you receive the below email:

Version: Live Communication Type: Preregistered Letter Subject: Online Candidate Registration Exam: |ExamName|

Dear |FullName|,

You have now been approved by |ClientName| to make 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"
Enter your UserID and Password to login. These are:

UserID: |userid|
Password: |password|

3 --Select the Organization: |ContractName|. Select the exam: |ExamName|

After logging in, please follow the on-screen instructions for making an appointment. Please note that you must test within this date range: |BeginDate| to |EndDate|.

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 4 situations have occurred:**

Jury Duty
Death in the immediate family
Military Deployment
Sickness

The **immediate family** is defined as a person's grandparents, parents, spouses, siblings and children.

If you experience any of the above, 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 result 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, you can click on the "Contact Us" Tab on the Iso-Quality Testing, Inc. home page (www.isoqualitytesting.com) and 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.

2. To schedule your exam, you will get to the following link: <https://www.iqttesting.com/>

3. You will click on the Exam Registration option.

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 health and well-being of those we serve.

- Start Exam
- Exam Registration
- Proctor Administration

Click Exam Registration.

4. Exam confirmation page.

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EXAM REGISTRATION

Please select your Organization and Exam.

Organization Show All Organizations
IPMI - International Parking & Mobility Institute

Exam
Certified Administrator of Public Parking (CAPP)

Next

Confirm the exam(s) listed are correct, and then click Next.

ISO-QUALITY TESTING, INC.
IQT Home
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- Profile Screen. Your information should populate in the Exam registration screen. If there are any updates that need to be made, please email us at capp@parking-mobility.org.

Confirm your information is correct, and then click Next.

EXAM REGISTRATION

First Name	<input type="text" value="EnviroCan62"/>	?	
Middle Name	<input type="text"/>		Home Phone <input type="text"/>
Last Name	<input type="text" value="EnviroCan62last"/>	?	Work Phone <input type="text"/>
Address1	<input type="text" value="Bradford Lane"/>	?	Email Address <input type="text" value="Enviro62@...com"/>
Address2	<input type="text"/>		
City	<input type="text"/>	?	
State/Province	<input type="text" value="Virginia"/>	?	
Country	<input type="text" value="United States"/>	?	
Postal Code	<input type="text" value="20155"/>	?	

Candidate Profile Information

This information is provided to your organization and may be used for official correspondence and certificates
This information must also exactly match the identification you will be required to show the test center administrator prior to testing

[Log Out](#) [Change Login](#)

Please make sure the above information is correct before clicking Next.

⚙ = Required Field

[Registration Home](#)

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- Exam Scheduling Page.

EXAM REGISTRATION

Exam - CPESC (Part 1 and 2)

Time Zone

Exam Times

Search Parameters

Start Date

From Start Date, the next available exam times are shown in the Exam Times box above.
Refresh results by using this section. Click the button GO immediately after the input area to refresh the results.

[Registration Home](#) [Contact](#)

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You can change the time and date parameters here.

7. Select the date and time.

Español

EXAM REGISTRATION

Exam - CPESC (Part 1 and 2)

Time Zone: EST Eastern Standard Time

Exam Times: < select an exam time >

- 21 May 2020 - Thu 3:30am - (Eastern Standard Time)
- 21 May 2020 - Thu 4:30am - (Eastern Standard Time)
- 21 May 2020 - Thu 5:00am - (Eastern Standard Time)
- 21 May 2020 - Thu 5:30am - (Eastern Standard Time)
- 21 May 2020 - Thu 6:00am - (Eastern Standard Time)
- 21 May 2020 - Thu 6:30am - (Eastern Standard Time)
- 21 May 2020 - Thu 9:30am - (Eastern Standard Time)
- 21 May 2020 - Thu 1:00pm - (Eastern Standard Time)
- 21 May 2020 - Thu 1:45pm - (Eastern Standard Time)**
- 21 May 2020 - Thu 2:30pm - (Eastern Standard Time)
- 21 May 2020 - Thu 3:00pm - (Eastern Standard Time)
- 21 May 2020 - Thu 8:30pm - (Eastern Standard Time)
- 22 May 2020 - Fri 1:00am - (Eastern Standard Time)

Next

8. Scheduling confirmation page.

EXAM REGISTRATION

Confirm Your Registration Selections
Certified Administrator of Public Parking (CAPP)

Candidate edit

New Haven, CT 06510
United States

(home)
(work)

Exam Time: Mon 9:00am on Aug 17, 2020 edit
(180 minutes)

Location: Prometric Remote Proctoring

I agree to the IQT Examination Agreement terms.

Note: This examination may not be rescheduled or cancelled, as the deadline of Aug 11 2020 has passed.

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

ISO-QUALITY TESTING, INC.

Click Submit.

9. The Admission Letter will provide you with all pertinent information you will need to take your exam. Save the letter on your desktop for easy access.

Version: Live Communication Type: Examination Admission Subject: [ExamName] Pro-Proctor Examination Admission Letter

Your appointment for the computer-based [ExamName] is confirmed. Please find the confirmation details that follow:

Confirmation:	[ConfirmationNo]	Test Location:	Remote Delivered Exam
Exam Name:	[ExamName]		
Candidate ID:	[Userid]	Surname for launching exam:	[LastName4]
Passcode:	[Password]		
Exam Date:	[ExamDate]		
Exam Time:	[ExamTime]		

Due to high candidate volumes, it may take up to 45 minutes to be assigned a proctor for your exam session. Do not sign out or close the testing browser during this period. Please be patient, and your exam will be assigned in the order it was received. Thank you for your patience.

For an optimal exam experience, it is preferred that you use a windows based computer when accessing the remote proctoring system.

GLOBAL TEST SECURITY PROCEDURES

Prometric takes our role of providing a secure test environment seriously. During the check-in process, we inspect any and all eyeglasses, jewelry and other accessories to look for camera devices that could be used to capture exam content.

- You will be required to remove your eyeglasses for close visual inspection. These inspections will take a few seconds and will be done at check-in and again upon return from breaks before you begin or resume testing to ensure you do not violate any security protocol.
- Jewelry outside of wedding and engagement rings is prohibited. Please do not wear other jewelry during testing. Hair accessories, ties and bowties are subject to inspection. Please refrain from using ornate clips, combs, barrettes, headbands, tie clips, cuff links and other accessories as you may be prohibited from wearing them during testing and asked to remove these items. Violation of security protocol may result in the termination of your exam and notification to your test sponsor.

WHAT'S NEXT? ... BE PREPARED FOR EXAM DAY

- [CLICK HERE](#) to review the ProProctor User Guide in preparation for your exam.
- Carefully read the Remote Proctoring Regulations listed below and adjust your testing environment accordingly.
- PRIOR to your exam launch, [CLICK HERE](#) to install the ProProctor Application and perform a System Check

REMOTE PROCTORING REGULATIONS: IMPORTANT PLEASE READ

CONFIDENTIALITY OF EXAM CONTENT/SYSTEMS

- The remote proctoring application, computer-based test delivery system, tutorial, exam content, and survey are the published, confidential, and proprietary materials or intellectual property of Prometric and/or your test sponsor.
- Communicating, publishing, reproducing, or transmitting any part of an exam, in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose is strictly prohibited.
- ANY reproduction or disclosure will result in immediate notification to your test sponsor and potential filing of administrative, civil and/or criminal charges against you and anyone directing or conspiring with you.

ENVIRONMENTAL REQUIREMENTS

Your office or home setting must meet the following requirements:

- Testing location must be indoors (walled), well lit, with a closed door and free from background noise and disruptions.
- No third party may be present in the room or enter the room for the duration of the exam. If this occurs, your exam will be terminated and/or your results invalidated.