We are looking forward to working with you this year! We want to make your testing experience with us as stress free as possible.

**Set up your account with Prometric**
- Fill in all the areas on your account – phone number is especially important.
- Register with your name EXACTLY as it is shown on your identification.
- Identification required: Driver’s License or Passport.
- Choose the site where you will be testing – 2205 Reno, Nevada
- Select the next available /open - day, seat and time

If you are unable to get the exact day and time you want – it is because that time is already filled by another candidate. We are not able to set or change appointments at the site – it must be done on line.

**Day before your appointment:**
We will call you to remind you of your appointment.

**Day of your appointment**
- Arrive 30 minutes prior to your check in time
- Bring your current ID with you
- Bring your **EVOLVE** password with you – this is the password you set up with your sponsor – not with Prometric.
- Your testing station has been reserved for you for approximately 4 hours.
- You will be able to take unscheduled breaks during your appointment time – consider that your test time will continue to count down on any break.
- You will be offered a locker to store all of your personal items
- You may wear a sweater in the testing lab... outer wear is not allowed.
- You will be asked to remove any jewelry / watches, earrings etc.
- Cell phones must be turned off and stored in your locker.
- You will be asked to review the Rules and Regulations of Prometric and then you will be seated in order of arrival.

Once you go into the Admin area to begin the check in process you will be security checked / pockets sleeves etc, and the security wand will be run to detect any electronic devices.

You then meet with our Test Center Administrator who will guide you through the check in process. Explaining the supplies you will receive and setting you up at your workstation.

The calculator feature is not enabled in all exams. You may **not** bring a physical calculator.

At the end of your exam you will be provided with a print out showing your score.

*If you have any questions please feel free to call us*

775-825-1672