PEOPLECERT

BOOK YOUR EXAM INSTRUCTIONS

A step by step guide on how to buy and register for an exam

To buy an exam:

1. Log into your PEOPLECERT Web Account at webcandidate.peoplecert.org
2. Go to **Buy an Exam**, choose and pay for the exam you want using your credit card.
3. Book the time slot you want, using the online exam scheduler. You can take your exam within 4 hours!
4. You will receive an exam booking confirmation e-mail, with the step by step instructions. On the day of the exam go online and click on the link provided in the e-mail. Your proctor will be online to talk you through the overall exam process.
5. Let the exams begin! Once you are done, your preliminary results will appear on the screen. If you haven't uploaded your exam prerequisites in Step 1, you can do so now. Don't worry, we'll remind you!
6. Two days later, you will be notified that the official results are ready. Log into your profile to view and download your e-certificate. Your hard copy certificate will be sent to you shortly.

To register for an exam:

1. Log into your PEOPLECERT Web Account at webcandidate.peoplecert.org
2. Click **Register for an exam** to register for your exam. Select **Using Exam Voucher**, enter your **Voucher code a**nd click the **Submit** button.
3. If additional data is required for th**e speci**fic exam, you will be prompted to complete the appropriate fields.
4. Your exam data will appear. To complete your exam registration, click the **Submit** button.
5. An e-mail confirming your exam registration and your exam details will be sent to you. These are also available in the View profile section of your Web Account.

Note: You are advised to arrive at the exam location 15 minutes prior to the scheduled start time, carrying a valid photo ID (Identification document), such as: Passport, Driving license, Social Insurance card, National ID, or equivalent.

My Files

You can upload your CV, previous certificates and any documentation needed to be submitted as a prerequisite for the specific exam you register for.

My Exams

You can view all your booked exams and edit your exam details if you are using an exam voucher. Provisional results are available immediately after the exam for Web based exams. Once you are notified by PEOPLECERT that the official results are issued, you can access them through your profile at webcandidate.peoplecert.org

My Certificates

Gives you access to your e-certificates

My Orders

You can view a history of everything you've bought from webcandidate.peoplecert.org

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