How to Schedule a TDFT such as certification exam
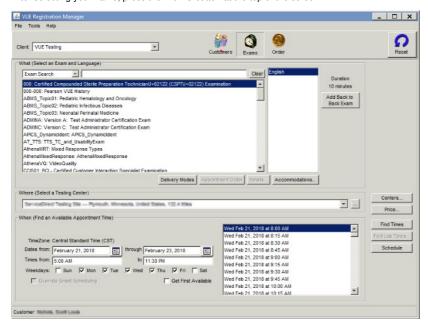
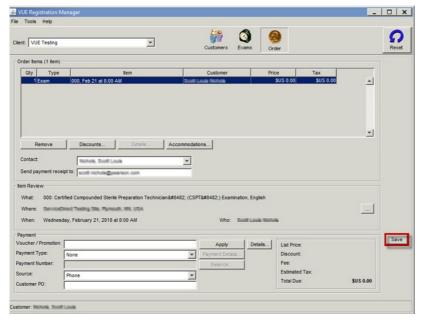(**https://vss.pearsonvue.com/TemporarySpaceForFiles/VUESupportServices/VSSUserFiles/Scheduling%20Certification%20Exams%20and%20TDFTs%20A4.pdf**)

Once each year Test Administrators at your site will need to retake the test administrator exam, either PVTC_A or PVTC_B. Military and corrections sites will take the PVTC_B while everyone else completes the PVTC_A. Reminder, the PVTC_A and PVTC_B exams are open book. The process to schedule and then deliver these exams is as follows:
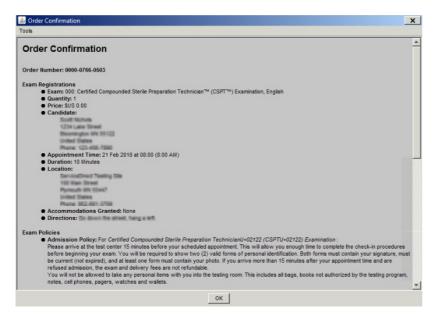
1. Open **Registration Manager** on your admin machine. (Start, VUE Applications, Registration Manager)
2. Select the **VUE Testing** client in the client section in the upper left on the screen.
3. Select the **Search** button and enter your first and last name in the **Find Candidates** window. If you do not have a record, you will need to create a new one.
4. After selecting your name, press the **Exams** button at the top of the screen.

5. In the **Exam Search** section of the screen enter PVTC (or another TDFT such as IBTVend). Select the appropriate exam and then be sure to select the exam language (for these exams the only option is English).
6. Verify the Test Center listed is your test center, if it is not, click the Centers button and select your test center from the list.
7. In the **Appointment Time** section, select the date you would like to complete the exam.
8. Select the **Find Times** button on the right of the screen and then select the time you would like to deliver the exam. Your test center must have open hours in the Site Manager application to schedule an exam.
9. Select the **Schedule** button on the right-hand side of the screen.
10. The Order screen will appear. Select the **Save** button. (Note that all TDFT exams are zero dollar)

11. You will then be presented with the **Order Confirmation** screen. Press **OK** at the bottom of the screen. (see next page)

Order Confirmation

Order Number: 0000-0766-0503

Exam Registrations
- Exam: 000: Certified Compounded Sterile Preparation Technician™ (CSPT™) Examination, English
- Quantity: 1
- Price: $US 0.00
- Candidate:

  Scott Nichols
  1234 Lake Street
  Bloomington MN 55122
  United States
  Phone: 123-456-7890

- Appointment Time: 21 Feb 2018 at 08:00 (8:00 AM)
- Duration: 10 Minutes
- Location:

  ServiceDirect Testing Site
  100 Main Street
  Plymouth MN 55447
  United States
  Phone: 952-881-3700

- Accommodations Granted: None
- Directions: Go down the street, hang a left.

Exam Policies
- Admission Policy: For *Certified Compounded Sterile Preparation Technician*U+02122 *(CSPT*U+02122*) Examination* :
  Please arrive at the test center 15 minutes before your scheduled appointment. This will allow you enough time to complete the check-in procedures before beginning your exam. You will be required to show two (2) valid forms of personal identification. Both forms must contain your signature, must be current (not expired), and at least one form must contain your photo. If you arrive more than 15 minutes after your appointment time and are refused admission, the exam and delivery fees are not refundable.
  You will not be allowed to take any personal items with you into the testing room. This includes all bags, books not authorized by the testing program, notes, cell phones, pagers, watches and wallets.

[OK]

12. The exam registration is now at the VUE hub. A **Remote Maintenance Agent** (RMA) task must be completed to bring the exam files down to your testing location. Use this link to learn how to run a Remote Maintenance Agent.
13. Once the RMA has completed, you will be able to use **Admissions Manager** to go through the exam admission process.

Link to VUE non-technical support phone numbers (Channel Quality)   Return to top of document

---

Article ID: 17
Last updated: 18 Oct, 2022
Updated by: Rons W.
Revision: 5
KBPublisher Introduction -> How to Schedule a TDFT such as certification exam
https://pearson.makekb.com/entry/17/