

How to Schedule a Proctor/TA Certification Exam or TDFT

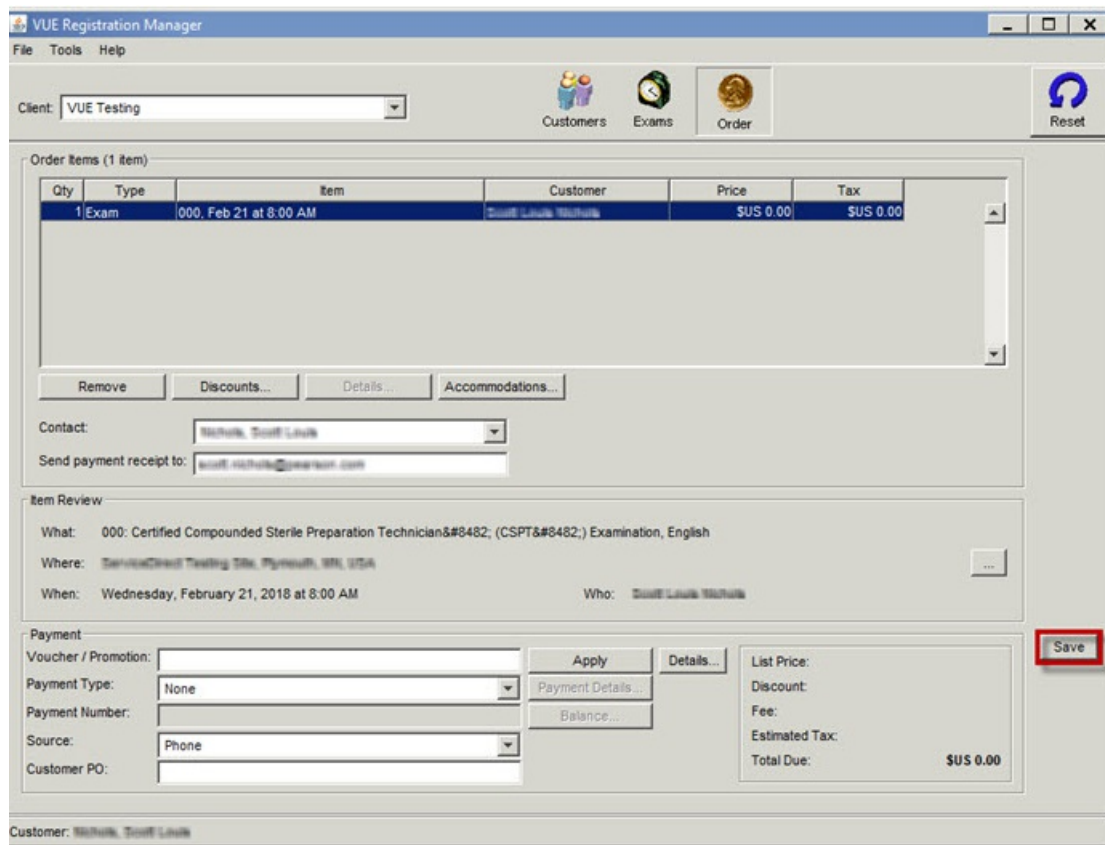
How to Schedule a Proctor/TA Certification Exam or a TDFT

Once each year Test Administrators at your site will need to retake the test administrator certifications 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:

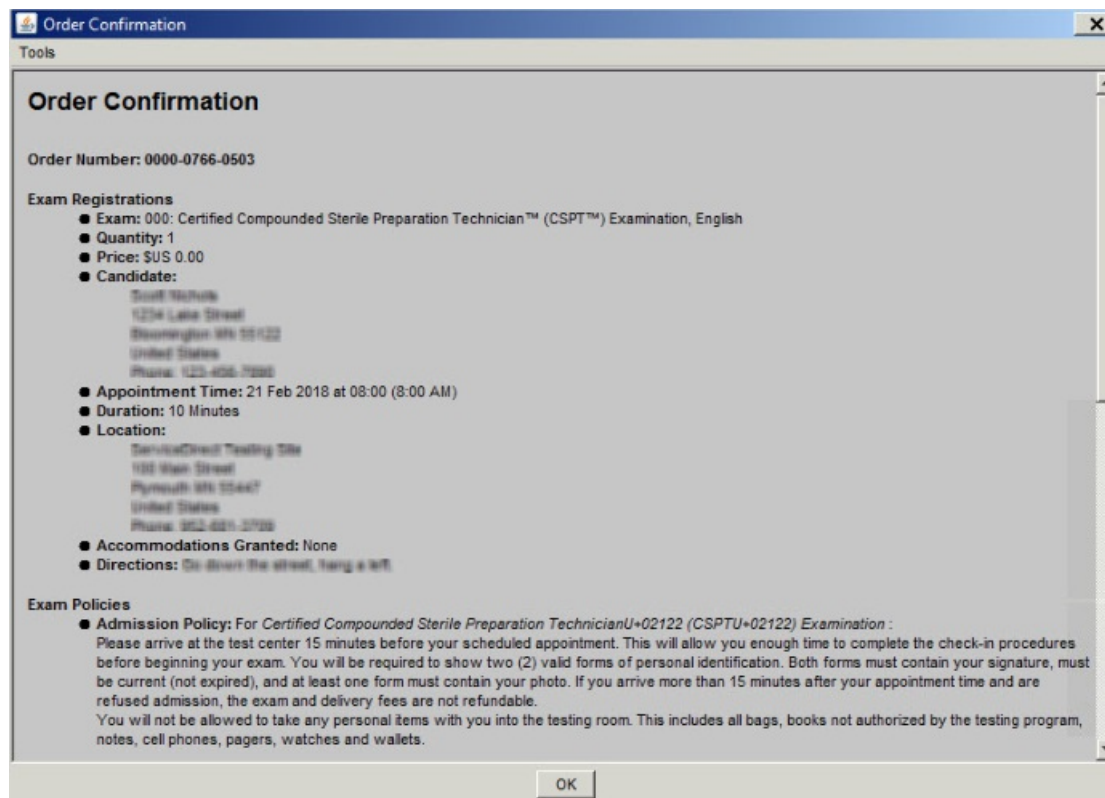
1. Open **Registration Manager** on your admin machine. (Start, VUE Applications, Registration Manager)
2. Select the **VUE Testing** client in the client section in the upper left on the screen.
3. Select the **Search** button and enter your first and last name in the **Find Candidates** window. If 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).

The screenshot shows the VUE Registration Manager application window. The title bar reads "APPLICATION IS RUNNING IN PRODUCTION VUE Registration Manager, VUE Americas". The interface includes a menu bar (File, Tools, Help) and a client dropdown menu set to "VUE Testing". Navigation buttons for "Customers", "Exams", "Order", and "Reset" are visible. The main section is titled "What (Select an Exam and Language)". It features an "Exam Search" field containing "PVTC_" and a "Clear" button. Below the search field is a list of exam options: "PVTC_A: 03_Standard Certification for PVTC" (highlighted) and "PVTC_B: 04_Special Certification for PVTC". To the right of the exam list is a language selection dropdown menu with options: "Arabic", "Chinese Simplified", "English" (highlighted), "Japanese", and "Korean". A "Duration" field shows "75 minutes" and an "Add Back to Back Exam" button. Below the exam and language selection are buttons for "Delivery Modes", "Appointment Order", "Details...", and "Accommodations...". The "Where (Select a Testing Center)" section shows a dropdown menu with the selected center: "Pearson Professional Centers-Bloomington (MPLS) --- Bloomington, Minnesota, United States, 144.4 Miles". The "When (Find an Available Appointment Time)" section includes a time zone dropdown set to "(America/Chicago GMT-06:00) CDT", date range fields for "April 16, 2026" through "April 17, 2026", and time range fields for "5:00 AM" to "11:30 PM". It also has checkboxes for "Weekdays" (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and "Override Smart Scheduling". A list of available appointment times is shown on the right, with "Thu Apr 16, 2026 at 8:00 AM" highlighted. On the far right, there are buttons for "Centers...", "Price...", "Find Times", "Find Lab Times...", and "Schedule". At the bottom left, it says "Customer: Not selected".

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)



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.
14. When you have admitted the Administrator exam or TDFT, log in to **Delivery Manager** on a testing PC and start the exam.

Article ID: 17

Last updated: 12 Jun, 2026

Updated by: Berry-Broomhead S.

Revision: 9

PVTC -> How to Schedule a Proctor/TA Certification Exam or TDFT

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