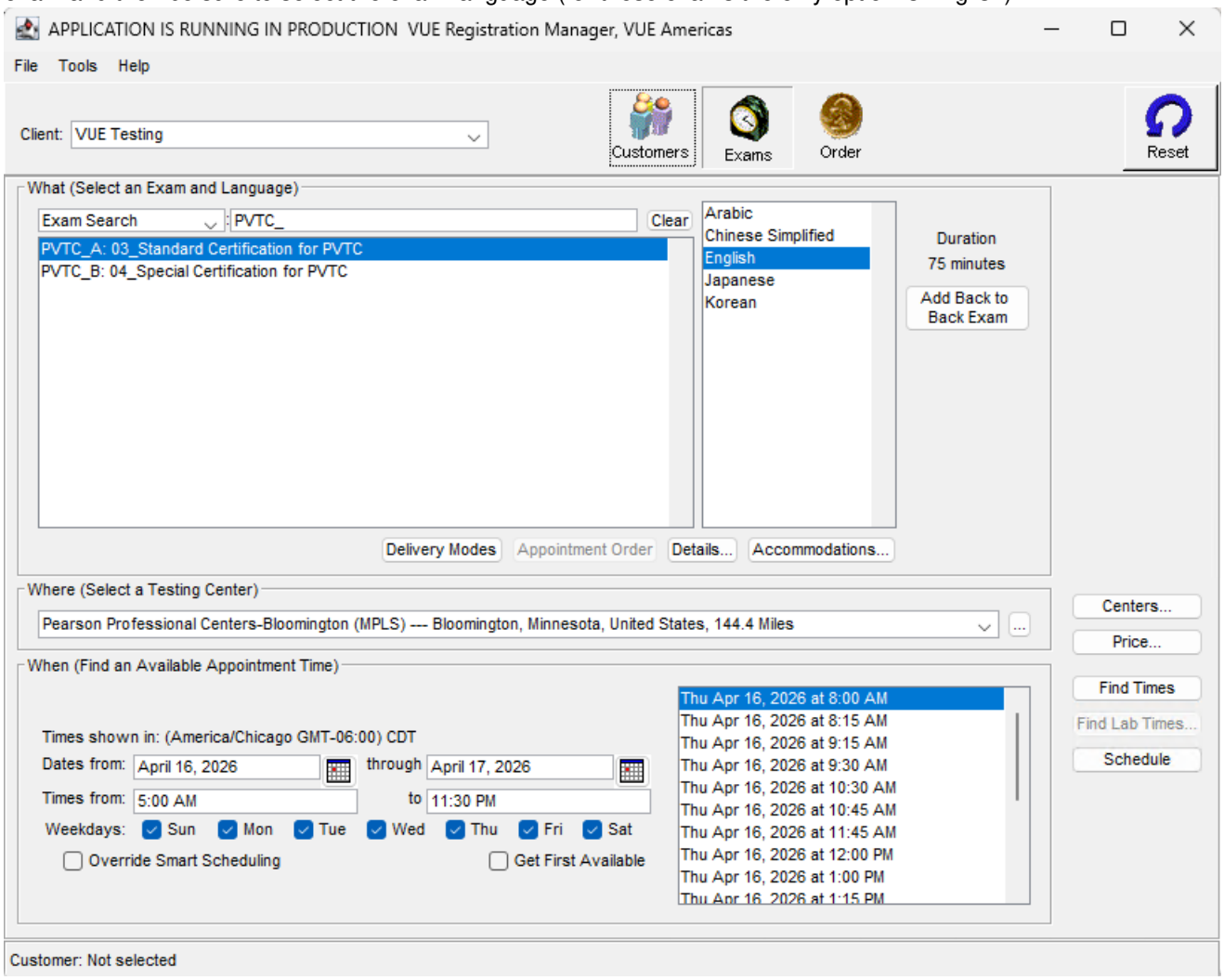
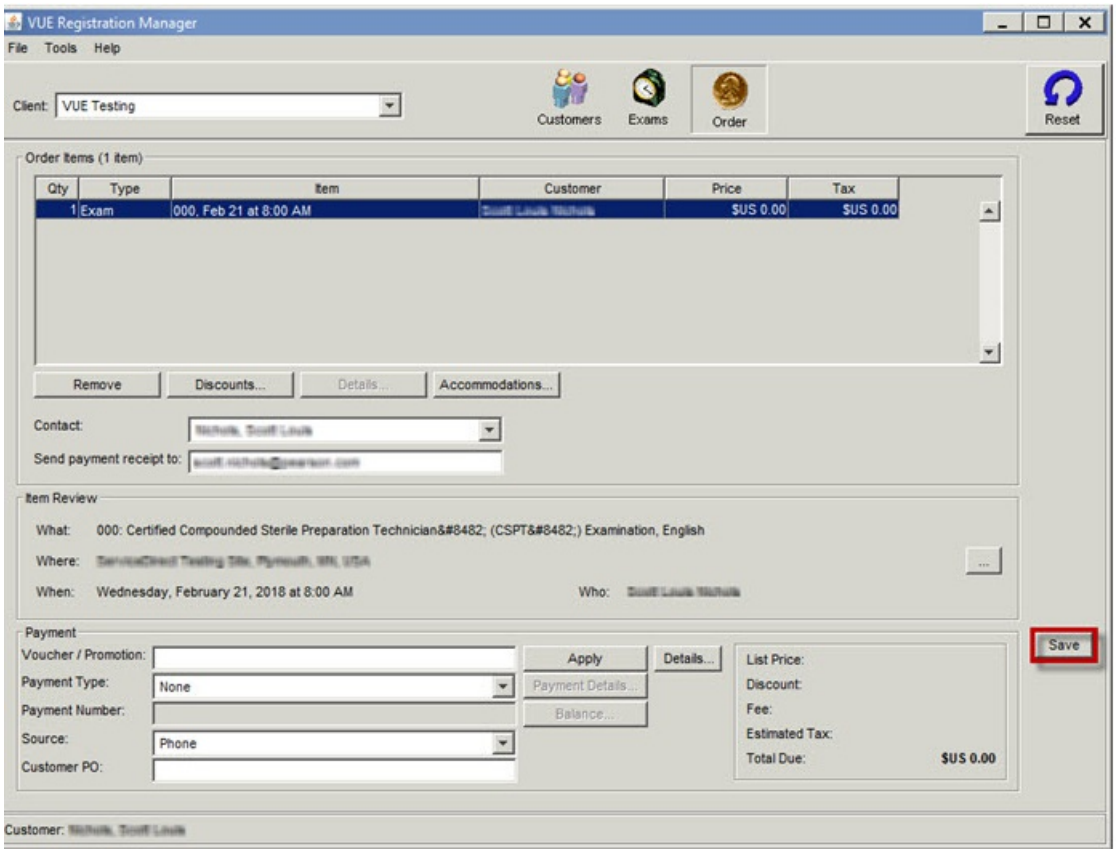
How to Schedule a Proctor/TA Certification Exam or a TDFT

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:

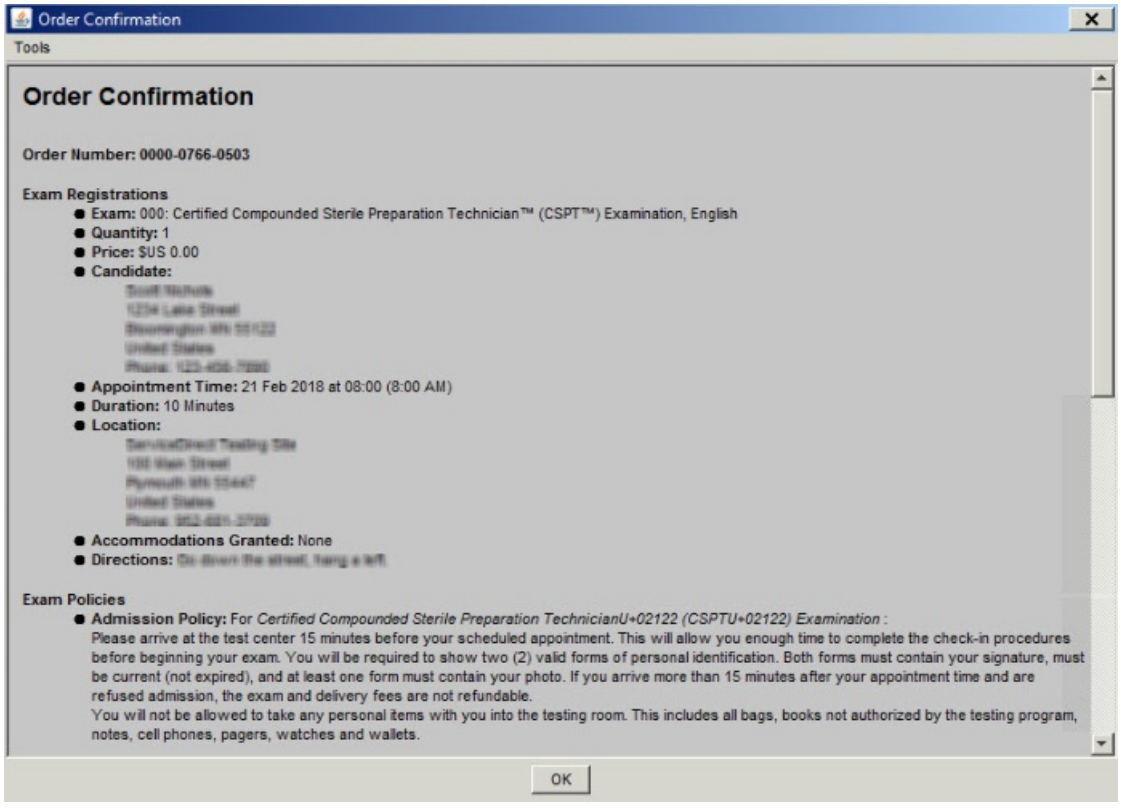
1. Open **Registration Manager** on your admin machine. (Start, VUE Applications, Registration Manager)
2. In the upper left of the screen select the client called **VUE Testing**.
3. Select the **Search** button and enter your first and last name in the **Find Candidates** window. If you do not have 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).



5. 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.
6. In the **Appointment Time** section, select the date you would like to complete the exam.
7. 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.
8. Select the **Schedule** button on the right-hand side of the screen.
9. 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.

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

Article ID: 17
Last updated: 10 Aug, 2026
Updated by: Berry-Broomhead S.
Revision: 10
PVTC -> How to Schedule a Proctor/TA Certification Exam or TDFT
https://pearson.makekb.com/entry/17/