

How to Schedule a TDFT such as PVTC_A exam

How to Schedule a TDFT such as PVTC_A 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.

VUE Registration Manager

Client: VUE Testing

What (Select an Exam and Language)

Exam Search: [Dropdown] Clear English

000: Certified Compounded Sterile Preparation TechnicianU+02122 (CSPTU-02122) Examination

000-000: Pearson VUE History

ABMS_Topic01: Pediatric Hematology and Oncology

ABMS_Topic02: Pediatric Infectious Diseases

ABMS_Topic03: Neonatal Perinatal Medicine

ADMIN: Version A: Test Administrator Certification Exam

ADMIN: Version C: Test Administrator Certification Exam

APICS_DynamicsIdent: APICS_DynamicsIdent

AT_TTS_TTS_TC_and_UsabilityExam

AthenaMRT: Mixed Response Types

AthenaMixedResponse: AthenaMixedResponse

AthenaVQ: VideoQuality

CCS01-RC1 - Certified Customer Interaction Specialist Examination

Duration: 10 minutes

Add Back to Back Exam

Where (Select a Testing Center)

ServiceDirect Testing Site - Plymouth, Minnesota, United States, 1324 sites

When (Find an Available Appointment Time)

TimeZone: Central Standard Time (CST)

Dates from: February 21, 2018 through February 23, 2018

Times from: 5:00 AM to 11:30 PM

Weekdays: Sun Mon Tue Wed Thu Fri Sat

Override Smart Scheduling: Get First Available:

Wed Feb 21, 2018 at 8:00 AM

Wed Feb 21, 2018 at 8:15 AM

Wed Feb 21, 2018 at 8:30 AM

Wed Feb 21, 2018 at 8:45 AM

Wed Feb 21, 2018 at 9:00 AM

Wed Feb 21, 2018 at 9:15 AM

Wed Feb 21, 2018 at 9:30 AM

Wed Feb 21, 2018 at 9:45 AM

Wed Feb 21, 2018 at 10:00 AM

Wed Feb 21, 2018 at 10:15 AM

Customer: Nichols, Scott Lewis

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)

VUE Registration Manager

Client: VUE Testing

Order Items (1 item)

Qty	Type	Item	Customer	Price	Tax
1	Exam	000 Feb 21 at 8:00 AM	Scott Lewis Nichols	\$US 0.00	\$US 0.00

Remove Discounts... Details Accommodations...

Contact: Nichols, Scott Lewis

Send payment receipt to: scott.nichols@pearson.com

Item Review

What: 000: Certified Compounded Sterile Preparation TechnicianǢ (CSPTǢ) Examination, English

Where: ServiceDirect Testing Site, Plymouth, MN, USA

When: Wednesday, February 21, 2018 at 8:00 AM Who: Scott Lewis Nichols

Payment

Voucher / Promoton: [Dropdown] Apply Details...

Payment Type: None Payment Details

Payment Number: [Dropdown] Balance...

Source: Phone

Customer PO: [Dropdown]

List Price: \$US 0.00

Discount: \$US 0.00

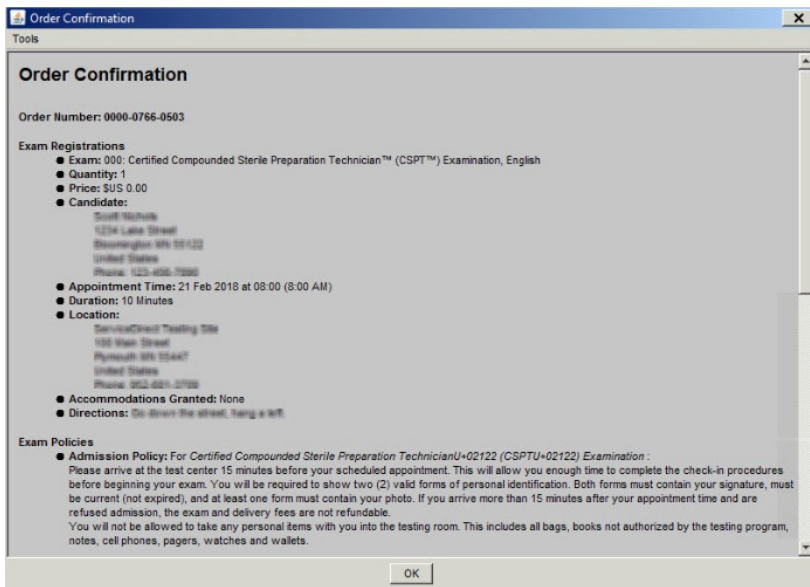
Fee: \$US 0.00

Estimated Tax: \$US 0.00

Total Due: \$US 0.00

Customer: Nichols, Scott Lewis

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.

[Link to VUE non-technical support phone numbers \(Channel Quality\)](#)

[Return to top](#) of document

Article ID: 17
Last updated: 25 Sep, 2020
Updated by: Rons W.
Revision: 3
KBPublisher Introduction -> How to Schedule a TDFT such as PVTC_A exam
<https://pearson.makekb.com/entry/17/>