

# HOW TO SCHEDULE YOUR FIRST TEST:



## 1. YOU MUST QUALIFY.

Check the licensure tool to see what your state requirements are.

Send your official transcript through NCARB (follow your university's instructions).

## 2. IN PERSON OR VIRTUAL?

This is completely your preference. I chose virtual so I could be in a distraction-free, familiar environment (the office conference room). I also didn't want to take time out of my day to drive to the testing center. I'm glad I did this.

However, I will say that I had internet issues on multiple occasions, so if that scares you, use ethernet or go in person.

## 3. SCHEDULE A TEST RUN.

If you log into your NCARB account and navigate to the exam page, you'll see something that says "schedule a test run."

This is basically setting up an appointment NCARB's proctoring company (PSI). It helps make sure that your softwares are running correctly and the room that you are taking the test in is acceptable.

I would highly recommend doing this twice...you know how computers like to act up just when you're about to do something important :)

## 4. SCHEDULE THROUGH NCARB.

Go to the same page where you scheduled your test run. If testing virtually, schedule **at least two weeks** in advance so that you can get a morning time slot (if that's what you desire).

I made this mistake on my PA test and had to schedule it at 6:00 pm. It was pretty brutal, but fortunately I passed and was able to enjoy a fantastic Christmas break!

**YOU HAVE THE DISCIPLINE.  
YOU JUST NEED A PLAN.**