If you will be taking your exams in the Las Vegas Valley, **RESERVE** your seat at a CSN testing location a week or two in advance of when you expect to be ready to take it. If you wait until only a day or two before you want to take the exam there may not be many options left. (If you are not a “townie” see below.)

Register here for a test session.

You can take ONE test per registration. You cannot change the exam you will take at the last minute. Make sure you sign up for the exam you have prepared to take.

If you want to take two exams on the same day, you must make two reservations for two different test sessions. I recommend looking for a test location that is offering more than one test time for the same day.

Use the drop-down box to select one campus at a time and see what dates and times are available. Normally three weeks of availability will show at one time. As each week passes a new week in the future will appear. When the last available seat for a session is filled it will no longer display. Select what best fits your schedule.

The IC3 Testing Rules will display. You must press the **I Accept** button in order to continue.
Fill in the registration form and press Register Now.

An email confirmation will be sent to the email address listed during the registration process. PRINT out that confirmation and take it with you. Many students get the "jitters" and forget what room they need to report to (some even go to the wrong campus)!! If you have a printed copy of your confirmation this won’t happen to you.

To help you find your way around, check out these maps of each CSN campus in the Las Vegas valley.

If you don’t get a confirmation either your email app sent the confirmation to your Junk box or you entered your email address incorrectly. If you don’t get a confirmation within 30 minutes, direct an email inquiry to Edward.Aleman@CSN.edu On the Subject line type: missing IC3 confirmation. In the body of the message include your name as it appears on your CSN account and your NSHE#.

Please show up if you make the appointment.

On the day of the exam, review the Testing Rules before you leave home to make sure you have what is needed. Students who show up without a valid ID or their exam voucher or late are not allowed to take the exam. They will have to register again for another time.

Please cancel at least 48 hours ahead if you can't make it so other students will have a chance to use your seat. Some days there are not enough seats to go around. To cancel, start at the same URL (see top of prior page) but select the option for IC3 Exam Cancellation. You will need to enter your NSHE# and then select the registration that you need to cancel. You cannot sign up for a new test time for a particular exam until you can cancelled a reservation for the same test that you already hold.

Special thoughts about the Testing Day Rules:

- An expired driver's license is NOT current. A student with an expired license or passport will not be allowed to take the exam.
- If the name on your ID (i.e. driver’s license or passport) does not match the name on your Certiport account AND your CSN student name, you will not be allowed to take the exam.
- The proctor cannot tell you which exam to take and does not know who your teacher is. You have to know this information yourself. Students arriving to take an IC3 exam come from a variety of classes: 4-week, 8-week and 16-week sections. The student sitting next to you could be taking a different exam than you.
- You will not be allowed to enter the exam room early or late. Testing is stressful enough with having to listen to distractions from students arriving late, booting computers, asking questions, etc. Plan on arriving about 10 minutes before the time of the exam session.

IF YOU DON’T LIVE OR VISIT LAS VEGAS you can take your exams at one of many locations in the world. Explore your options here: Certiport Authorized Testing Centers. The [student] discounted vouchers (store them in your Certiport account) that you buy at the bookstore are good anywhere (but there may be a small additional fee that other centers charge). Just remember to record your Group# (1487949) should be entered for each exam you take. Also, I would appreciate an email from you saying when and where you tested so that I will be on the alert for messages from Certiport about your score.