Competency Exam Enrollment Guide

To Start: Log into your student account and select "Competency Exams Enroll" from your Child Care Training Menu.

Child Care Training Information Menu

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Instructions: Read the exam enroll instructions and confirm you understand the information by checking the box at the bottom of the yellow area. Then, click the "Acknowledge" button to continue. **This information is extremely important and will help you better understand the exam process and what is required of you.**

Exam Enroll	Exam Unenroll

Instructions	Step 1 - Select a Time and Place	Step 2 - Select the Exams to Take	Step 3 - Confirm Cart	Step 4 - Register

Read and Confirm you understand the information box. Then, click "Acknowledge" to continue.

Exam Enroll Instructions

You Must Read and Confirm You Understand this Information Before Enrolling in an Exam!

Cost and Access Timeframe
- The cost of each exam is $1.00 per course-instructional hour. For example, the cost of taking an exam for a 10-clock-hour course would be $10.00. There are no refunds or transfers for competency exams.
- Payment is required at the time of registration.
- If you cannot make a payment online, contact the Training Coordinating Agency (TCA) that oversees the exam session you'd like to register for.
- If you withdraw from an exam at least seven (7) days prior to the exam date, you will be given a credit to use towards the same competency exam within the same county at a future date.

Competency Exam Exemptions
- Child care personnel have one opportunity to be exempted from one or more of the mandatory training courses by passing the competency exam associated with the course. **If you fail the competency exam, you must complete the course before attempting to register for the competency exam again.**

Additional Info
- To successfully pass the competency exam, you must pass the assessment with 70% or higher.
- Within two weeks after completing your exam, the exam results will be available online through your student account. After logging into your account, select "My Student Information" from the Personal Menu. Then, select "Exams" to view exam results.
- Scheduling Your Child Care Training Competency Exams
- Competency Exams FAQ

Confirmation Letter
- After registration, you will receive your Exam Confirmation Letter. The letter provides important information about your scheduled competency exam, including the date, time, location, directions to the exam site, information about identification requirements, what you MUST bring to the exam, and what you CANNOT bring to the exam.
- You can also view your Confirmation Letter in your student account by clicking "My Student Information" and then selecting the "My Confirmations" tab.
- A Code of Conduct form is included with your Confirmation Letter. Bring a signed copy of the Code of Conduct with you to your exam.

Remember -- there are no refunds or transfers!
☑ Check this box to verify you have read and understand this information.

Acknowledge

Step 1: Select where and when you would like to take your exam(s).

- Verify county dropdown box, is accurate. For more exam choices, select a new county.
- Select date and location that works best for you. (Notice: Color coded key details meaning)
- Click the "Next" button to continue.

Step 2: Select the Exams you would like to take.

- Read the instructions box.
- Select language you would like to take your exam(s) in.
- Select the competency exam(s) you want to register for and click "Add to Cart".
  - If you do not see the exam you want to take, click "Why don't I see the exam I want to take?"
- Click the "View Cart" button.

Step 3: Confirm Your Cart

- If applicable, acknowledge one-time exemption use.
  - ○ Please note: Child care personnel have one opportunity to be exempted from one or more of the mandatory training courses by passing the competency exam associated with the course. If you fail the competency exam, you must complete the course before attempting to register for the competency exam again.
- Review exam selection. If correct, click "Checkout".
  - ○ If incorrect, you can remove selected exam(s) by selecting that exam and clicking "Remove From Cart".
  - ○ If you need to select additional exams, click "Back".

Instructions	Step 1 - Select a Time and Place	Step 2 - Select the Exams to Take	Step 3 - Confirm Cart	Step 4 - Register

Read the below instructions to confirm your exam selection.

Exemption Exam Warning

NEW WARNING

Warning!

Warning! You are attempting to register for Child Growth and Development (CGDR) exam(s) without completing the course(s).

If you want to move forward and take the exam(s) without completing the course(s), you are electing to use your one-time exemption for that course exam. If you do not pass the exemption exam attempt, you cannot register for the exam(s) again until you have completed the course(s). By checking the below box, you recognize you are choosing to use your one-time exemption for the following exam(s): Child Growth and Development (CGDR).

If you do not want to use your one-time exam exemption, simply remove the course exam(s) from your cart below.

☑ I have read and understand the above information. I am choosing to use my one-time exemption for Child Growth and Development (CGDR)

Read the below instructions to confirm your exam selection.

1. Review your online exam selection.
2. If correct, click "Checkout".
3. If you would like to remove an exam, select the exam you wish to remove, and click "Remove from Cart"
4. If you would like to select more exams, click "Back".

Exemption Exams (those for which course has not been taken) are highlighted in green.

Select for Removal ☐	Exam Module	Exam Name	Language	Exam Fee	Exam Blocks
☐	CGDR	Child Growth and Development (CGDR)	English	$6.00	1

Back **Remove From Cart** 🛒(1) **Checkout**

Step 4: Complete Your Registration

- If you would like to receive reminder text messages, select the acknowledgement, choose carrier, and enter mobile number including area code.

Your Cart

Exam Module	Exam Language	Price
CGDR	English	$6.00
	Total:	$6.00

Contact Information

Once you have completed your exam enrollment, you will receive confirmation emails and reminders.

Please verify your email: kristin.earley@myflfamilies.com

*If this email is incorrect, go to your demographics page to change it. Changing your email will change your login username.

If you would like receive text reminders for this exam session, check the below box.

☑ I wish to receive text reminders and understand message and data rates may apply.

Choose Cell Phone Carrier: [Select Phone Provider ▼]

[Mobile Number]

- Complete payment by entering billing information and selecting "Checkout".
  - Note: Form of payment must have a Mastercard or Visa logo.

Billing Information

Confirm billing information is correct for the form of payment you are using.

First Name on Card

Last Name on Card

Billing Address

Billing City

Billing State Ex. FL

Billing Zip

Credit/Debit Card Information

Form of payment must have a Mastercard or Visa logo.

Card Number

Card Expiration (MM/YYYY)

Security Code

Checkout

- Once payment is accepted, you will receive the following success screen along with a confirmation email. Remember to print and bring your confirmation letter with you to the exam site.

Registration Results:	✓	**Success - Successful transaction. Confirmation Number:** ███████

Users may unenroll from exams on the 'Exam Unenroll' tab. Users can also print exam information or print receipts for paid exams from the My Student Information 'My Exams' tab.
An email and/or text notification will be sent to remind you of your upcoming exam session.

Register for Another Exam   **Print Receipt**   **Return to Menu**

You must print the Exam Confirmation Letter below and bring it to your exam!
The Exam Confirmation Letter can also be printed from the 'My Confirmations' tab on the Student Information page.

EXAM CONFIRMATION LETTER

Dear ████████████   Printed on: 09/20/2023

This is to confirm that you are pre-registered for the following child care competency exam(s):
1) Child Growth and Development (CGDR)

EXAM SITE INFORMATION: (<u>Also see DIRECTIONS TO EXAM SITE below.</u>)

Tallahassee Community College   Exam Date: 10/28/2023
Workforce Development Bldg. #38 Room 105   **Arrive 15 minutes before Start Time**
444 Appleyard Drive
Tallahassee, FL 32304   Start Time: 8:00 AM

Arrive at the exam site at least 15 minutes prior to the exam start time. You will not be admitted into the exam site after the scheduled start time listed above. For each exam, you will be given 45 minutes. If you are scheduled for multiple exams, you may choose to take a short break.

SPECIAL COMMENTS/INFORMATION FROM THE TRAINING COORDINATOR: No special instructions

PLEASE BRING THE FOLLOWING ITEMS WITH YOU TO THE EXAM SITE:
- A Legal and Valid Form of Photo Identification (I.D.) Photos or Copies of IDs are not valid.
      The only forms of photo I.D. that will be accepted are:
            - Driver License (in and out of state)
            - Military I.D.
            - State I.D. card (in and out of state)
            - State of Florida Employee I.D.
            - Student I.D. (high school, vocational-technical schools, or colleges/universities) photo required on I.D.
            - Passport