

Requesting to Schedule an NAAEI Credential Exam at a Meazure Learning Testing Center

Students who have completed the requirements for earning a credential should follow the instructions below to request to schedule an NAAEI credential exam in PACE.

During this process, you will receive the following two automatically generated emails. You will need the information in these emails to schedule and take your exam, so please **retain these two emails until after you have completed the exam.**

- **Notice to Schedule NAAEI Exam** from candidatesupport@meazurelearning.com
- **NAAEI SCHEDULING CONFIRMATION NOTICE (Admission Ticket)** from candidatesupport@meazurelearning.com

1. Log in at <https://my.naahq.org>

welcome

Please log in or create an account to continue.

Login Changes – Email Required

The National Apartment Association has upgraded its security and is changing the method for logging into its systems. The systems now use your email address as your username.

- If you know the email address on your account, please use the **Forgot My Password** link to change your password and login.
- If you don't know your email address or don't have one on your account, please use the **Find My Account** link below.

Log In

Email

Password

Log In

[Forgot My Password](#)
[Find My Account](#)
[Create an Account](#)

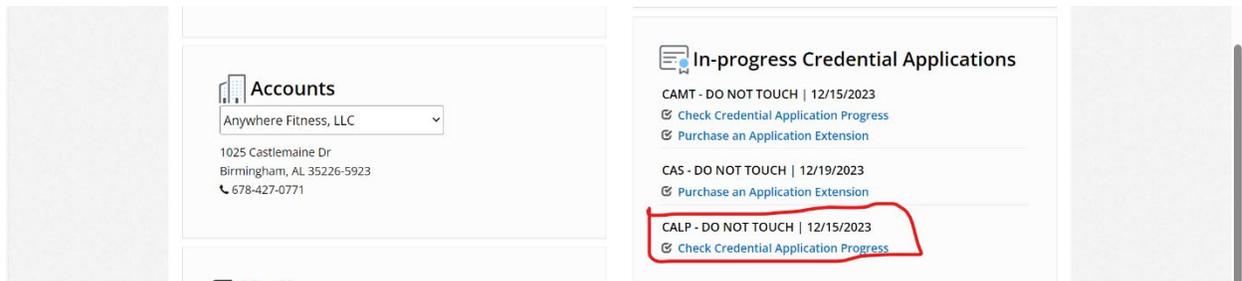
2. Click on “My Education Institute.” This will land you on the PACE portal.



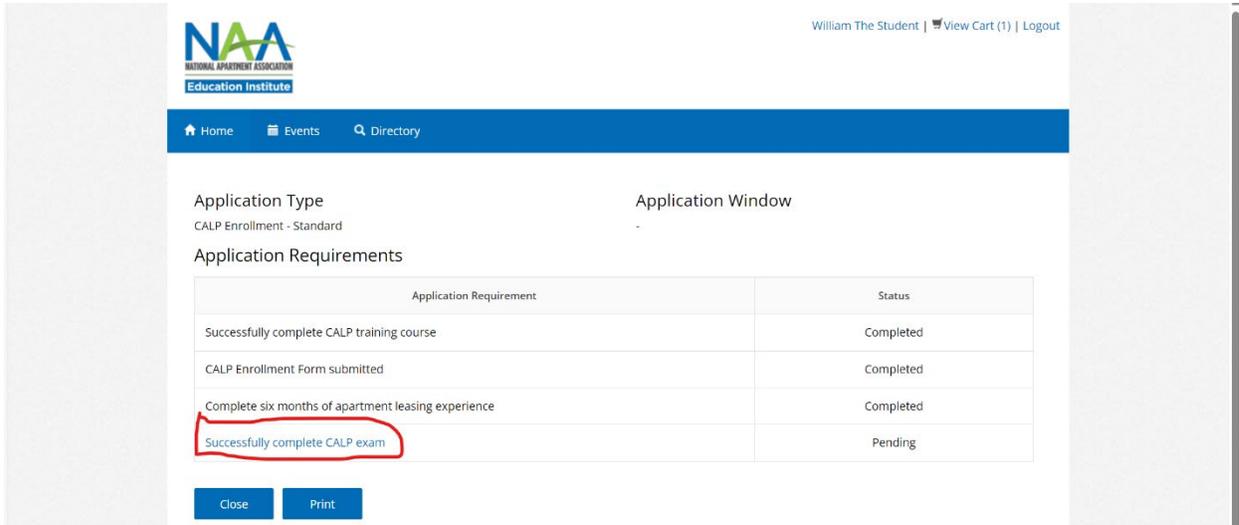
3. Click on the “Home” tab.



4. Scroll down to the “In-Progress Credential Applications” section, and find the application associated with the exam you’d like to schedule. Click on the “Check Credential Application Progress” button.



5. Verify that the status of all Application Requirements is Complete. Click on “Successfully complete exam.” Note that if one or more of the application requirements is not complete, the exam link will not be live.



6. Click on “Request to Schedule Exam.”



7. First select your test format. If your education provider is offering an in-person exam, select “Education Provider Site.” Otherwise select “Testing Center or Remote Proctoring.” Once you log into the scheduling site, you will be able to choose whether to test in person at a Meazure Learning testing center.

8. The second question asks whether you require exam accommodations. Select Yes if you would like to submit an accommodation request. Your request must be accompanied by documentation from a licensed professional.



Exam Scheduling

Please select the format for completing your exam. You may test in person at your education provider's site (if available), via a live remote proctor, or in person at a testing center.

If you would like to request an accommodation for your exam, please indicate Yes. You will be asked to provide documentation supporting your request from a licensed professional.

Test Format

CALP Initial (Education Provider Site) ▼

CALP Initial (Education Provider Site)

CALP Initial (Testing Center or Remote Proctoring)

- Yes
- No

[Back](#) [Continue](#)

Do you request accommodations?

- Yes
- No

[Back](#) [Continue](#)

Answer both questions, then click Continue.

9. A Notice to Schedule email will be sent to you from Meazure Learning. This email will contain a link to the exam scheduling site along with your login credentials. Retain this email until you have passed your exam.



A Notice to Schedule email will be sent to your email address. Refer to that email for instructions on scheduling your exam.

Exam

CALP Exam - DO NOT TOUCH

Application Window

-

Test Information

CALP Initial (Education Provider Site) - Submitted

10. Locate the Notice to Schedule email and begin the scheduling process.

Welcome to the Meazure Learning Online Exam Registration System

Login

Enter your username and password to submit your scheduling request.

Username
elizabethz@gmail.com

Password
.....

[Forgot Password?](#)

[Login](#)

Please Note: If you have been granted reasonable testing accommodations, your scheduling request should not be considered final until you receive your official Scheduling Confirmation Notice. It may take a few days to confirm the accommodations with the test site. You will be contacted by Meazure Learning via email within three (3) business days of submitting your scheduling request, either with the Scheduling Confirmation Notice to confirm your requested appointment time or with other scheduling options.

[Contact Meazure Learning](#)

11. Complete all the required fields. When finished, click Continue.

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Please confirm your demographic information and update if necessary.

Verify that the first name and last name you used when registering exactly match the first name and last name on the government-issued ID(s) you will present on test day.

Name
Elizabeth Zolotukhina TEST ACCOUNT

Street Address *
123 Main Street

Street Address 2
Arlington

Time Zone
US Eastern Time (-05:00)

Email Address *
elizabethz@gmail.com

Country *
United States Minor Outlying Islands

Home Phone *
9172316039

State/Province

City *
Arlington

Postal Code *
20815

Work Phone

Cell Phone

[Contact Meazure Learning](#)

12. Review the attestations page, scroll to the bottom of the page, check the box "I attest", then click "Continue."

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responsible for the deletion of any materials that may result from the review, whether or not such materials are test materials. By bringing any such device into the test site in violation of Meazure Learning policies, you expressly waive any confidentiality or other similar rights with respect to your device, Meazure Learning's review of the memory of your device, and/or the deletion of any materials. Meazure Learning, the exam site, and the test administration staff are not liable for lost or damaged items brought to the exam site. Any aids for candidates with an injury or disability (e.g., canes, crutches, slings, wheelchairs) may also be inspected.

IMPORTANT: The content, including each question, of this examination is the property of the test provider. The examination content is copyrighted and is strictly confidential information. You are strictly prohibited from retaining, copying, distributing, disclosing, discussing, possessing, or receiving any examination content, including even partial questions, by written, electronic, oral, or other form of communication. This includes, but is not limited to, emailing, copying, or printing of electronic files and reconstructing content through memorization and/or dictation before, during, or after the examination. Doing so may result in disciplinary action, assessment of monetary damages, and legal liability. By proceeding further with the examination process, you are acknowledging and agreeing that you understand these restrictions and the consequences if you break these restrictions.

If you have questions or concerns about security procedures at your test site, contact Meazure Learning immediately, before your exam date.

I attest

Clicking Continue will direct you to the scheduling page. Please be patient as we gather your availability.

[Contact Meazure Learning](#)

13. You will see a list of your unscheduled exams. Find the one you'd like to schedule and click Schedule.

Education Institute

Your Unscheduled Exams

You have 3 unscheduled exam(s).

Exam Name	
Certified Apartment Leasing Professional (CALP) - NAAEI	Schedule
Certified Apartment Portfolio Supervisor (CAPS) - (Meazure Learning Site or LRP)	Schedule
Certified Apartment Supplier (CAS) - (Meazure Learning Site or LRP)	Schedule

[Contact Meazure Learning](#)

14. On the next screen, click on Schedule at Testing Center.


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You have a choice between a live remote proctoring exam and an exam administered at a testing center.

Schedule Live Remote Proctoring Exam ▼

Schedule At Testing Center ▼

[Contact Meazure Learning](#)

15. Click on the orange “Schedule at Testing Center” button that appears.

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You have a choice between a live remote proctoring exam and an exam administered at a testing center.

Schedule Live Remote Proctoring Exam

Schedule At Testing Center

Schedule at a testing center

[Contact Meazure Learning](#)

16. Enter your preferred test dates, Country: US, and select your two preferred states. Click “Get Locations”. The page will re-load.

Certified Apartment Portfolio Supervisor (CAPS) - (Meazure Learning Site or LRP)

Exam Scheduling Instructions

- Step 1 - Enter the date range that you'd like to search.
- Step 2 - Select the desired country and state(s) (US only) below if not already selected.
- Step 3 - Click the "Get Locations" button. The page will reload.
- Step 4 - Select your site and date from the "**Testing Site and Date**" drop-down menus.

Dates between: (mm/dd/yyyy) and (mm/dd/yyyy)
Country:
State/Province 1:
State/Province 2:

Get Locations

17. After the page re-loads, click on the “location” drop down box to reveal the available testing locations. Select your desired testing location from that drop down list.

name and last name on the government-issued ID(s) you will present on test day.

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Certified App

Exam Scheduling

Step 1 - Enter
Step 2 - Select
Step 3 - Click
Step 4 - Select

Dates be
Country:
State/Pr
State/Pr

Testing Site and Date

Location:*
Address:

Please select a location

- CO, ARVADA - RED ROCKS COMMUNITY COLLEGE - ARVADA CAMPUS
- CO, CENTENNIAL - TESTPRO CENTER
- CO, COLORADO SPRINGS - ACUSKILL
- CO, DENVER - COMMUNITY COLLEGE OF DENVER TESTING CENTER
- CO, DURANGO - FORT LEWIS COLLEGE TESTING CENTER
- CO, FORT COLLINS - FRONT RANGE COMMUNITY COLLEGE - FORT COLLINS
- CO, GREELEY - AIMS COMMUNITY COLLEGE - TESTING CENTER
- CO, GREENWOOD VILLAGE (NAAEI)
- CO, LAKEWOOD - RED ROCKS COMMUNITY COLLEGE
- CO, LONGMONT - FRONT RANGE COMMUNITY COLLEGE - LONGMONT
- CO, PUEBLO - COLORADO STATE UNIVERSITY PUEBLO
- TX, ABILENE - HARDIN-SIMMONS UNIVERSITY
- TX, AUSTIN - AUSTIN COMMUNITY COLLEGE HLC CAMPUS
- TX, AUSTIN - INNOVATIVE MINDS - AUSTIN
- TX, BEDFORD - BUSINESS COMMUNICATION SOLUTIONS - BEDFORD
- TX, BROWNSVILLE - THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY-ST. JOSEPH'S ACADEMY
- TX, COMMERCE - TAMU-COMMERCE
- TX, CORPUS CHRISTI - TEXAS A&M UNIVERSITY-CORPUS CHRISTI
- TX, DALLAS - TACTIX OF DALLAS

18. After you’ve selected the desired location, the address field will populate automatically, as will the available date and time. If you’re satisfied with the time slot, click Submit.

Testing Site and Date

Location:* TX, BROWNSVILLE - THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY-ST. JOSEPH
Address: 101 St. Joseph Drive, Suite 100 BROWNSVILLE, TX 78520
Date/Time:* 02/09/2024 08:15 AM Friday - 2 seats remaining Your eligibility ends on 08/03/2024

[View Google Map](#) Please Note: These tools are informational only. Meazure Learning assumes no responsibility for any loss or delay resulting from such use.
[Zip Code search](#)

Reasonable Accommodations

If you require reasonable administration conditions in accordance with appropriate legislative standards (e.g., Americans with Disability Act, EU Employment Equality Directive, Law on the Rights of Persons with Disabilities), please contact Meazure Learning at (919) 572-6880.

Once you click submit, you will not be able to change your scheduled exam appointment without paying a cancellation/rescheduling fee.

Submit

19. You will see a confirmation page. Your exam has been scheduled. Following the scheduling, you should receive an email with the subject line NAAEI SCHEDULING CONFIRMATION NOTICE (Admission Ticket) from candidatesupport@meazurelearning.com. This email **contains your exam appointment ID and the link to begin your exam. Please be sure to have this email readily available right before your test.** Refer to this email and the instructions for taking your exam at an affiliate testing site when you are ready to do so. If you need to re-schedule, you can do so by logging in below. Otherwise, please arrive in person to the affiliate testing site you selected, with your confirmation email, and government-issued photo ID.

Education Institute

Thank you for your registration request.

A confirmation notice will be emailed to the address that you provided. Please be certain to retain the confirmation notice and bring it with you to your examination.

If you have scheduled a computer-based exam and have not received your confirmation notice within 24 hours of scheduling, please contact Meazure Learning at (919) 572-6880 or candidatesupport@meazurelearning.com.

[Log in again](#) to view information about your registration request.

For technical support with the Meazure Learning platform, please contact Meazure Learning's Candidate Services team at candidatesupport@meazurelearning.com or by phone at 919-572-6880, available M-F 8:30 am-5:30 pm and Saturday 8:30 am-4:00 pm Eastern Time.