

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



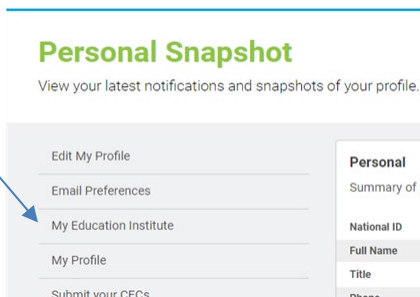
Password



Log In

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

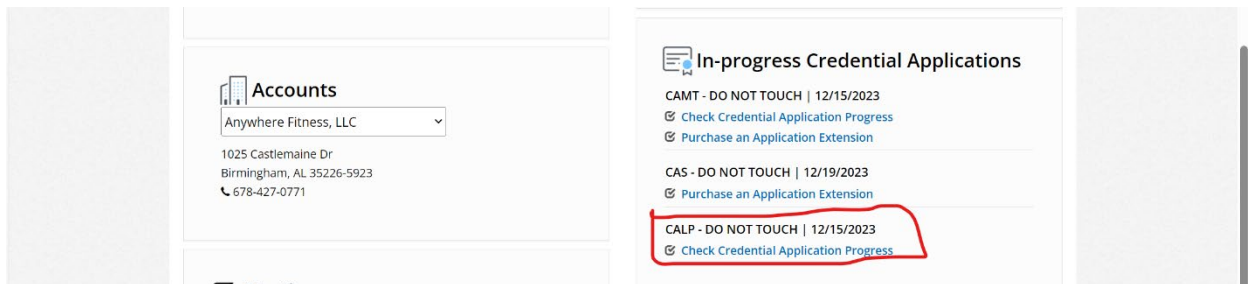
2. Click on “My Education Institute.” This will land you on the PACE portal.



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.

The screenshot shows the NAA Education Institute website. The user is logged in as 'William The Student'. The page displays the 'Application Requirements' for 'CALP Enrollment - Standard'. A table lists four requirements, with the last one, 'Successfully complete CALP exam', highlighted with a red box and marked as 'Pending'. Below the table are 'Close' and 'Print' buttons.


Application Requirement	Status
Successfully complete CALP training course	Completed
CALP Enrollment Form submitted	Completed
Complete six months of apartment leasing experience	Completed
Successfully complete CALP exam	Pending

6. Click on “Request to Schedule Exam.”

The screenshot shows the NAA Education Institute website. The user is logged in as 'William The Student'. The page displays the 'Exam' section for 'CALP Exam - DO NOT TOUCH'. A button labeled 'Request to Schedule Exam' is highlighted with a red box.

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.



William The Student | [View Cart \(1\)](#) | [Logout](#)

[Home](#) [Events](#) [Directory](#)

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 accomodations?

☐ 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.



William The Student | [View Cart \(1\)](#) | [Logout](#)

[Home](#) [Events](#) [Directory](#)

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.

The screenshot shows a registration form for the National Apartment Association Education Institute. The form is titled "Please confirm your demographic information and update if necessary." and includes a warning: "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." The form contains several input fields: Name (Elizabeth Zolotukhina TEST ACCOUNT), Street Address (123 Main Street), Street Address 2 (Arlington), Email Address (elizabethz@gmail.com), Country (United States Minor Outlying Islands), Home Phone (9172316039), State/Province, City (Arlington), Postal Code (20815), Work Phone, and Cell Phone. A red "Continue" button is located at the bottom right of the form. A blue arrow points to the "Continue" button.

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

The screenshot shows the attestations page for the National Apartment Association Education Institute. The page contains a large text box with the following text: "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." Below this text is a section titled "IMPORTANT:" which states: "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." Below the text is a checkbox labeled "I attest" which is checked. A red "Continue" button is located at the bottom right of the page. A blue arrow points to the "Continue" button.

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




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

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



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

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

Education Institute

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

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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.

NATIONAL APARTMENT ASSOCIATION
Education Institute

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

Certified Apartment Manager

Exam Scheduling

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

Dates between
Country:
State/Province:
State/Province:

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.