Requesting to Schedule an NAAEI Credential Exam at a Measure 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@measurelearning.com
- NAAEI SCHEDULING CONFIRMATION NOTICE (Admission Ticket) from candidatesupport@measurelearning.com

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

Please log in or create an account to continue.
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.

Answer both questions, then click Continue.
9. A Notice to Schedule email will be sent to you from Measure 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.

10. Locate the Notice to Schedule email and begin the scheduling process.
11. Complete all the required fields. When finished, click Continue.

12. Review the attestations page, scroll to the bottom of the page, check the box “I attest”, then click “Continue.”
13. You will see a list of your unscheduled exams. Find the one you’d like to schedule and click Schedule.

14. On the next screen, click on Schedule at Testing Center.
15. Click on the orange “Schedule at Testing Center” button that appears.

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

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.
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.

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 Measure 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.