

Requesting to Schedule an NAAEI Credential Exam At an Education Provider Testing Site

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



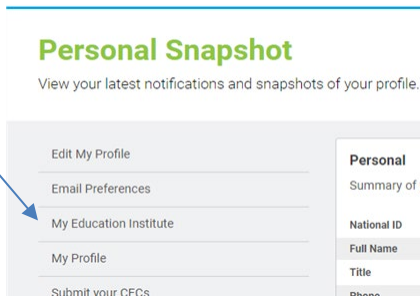
Password



Log In

[Forgot My Password](#)

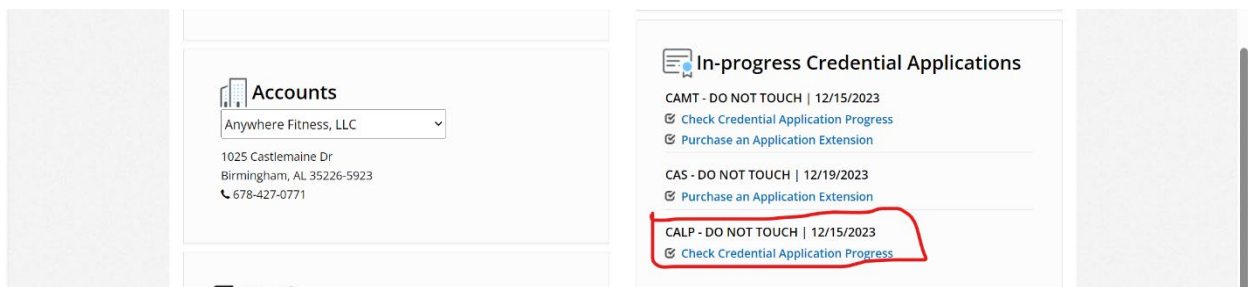
2. Click on “My Education Institute.” This will land you on the PACE portal.



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 Type' as 'CALP Enrollment - Standard' and the 'Application Window' as '-'. Under 'Application Requirements', there is a table with the following data:

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

At the bottom of the requirements section, there are 'Close' and 'Print' buttons. The 'Successfully complete CALP exam' row is highlighted with a red rectangle.

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' as 'CALP Exam - DO NOT TOUCH' and the 'Application Window' as '-'. Below the exam name, there is a button labeled 'Request to Schedule Exam', which is highlighted with a red rectangle.

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.”
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 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.

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

Test Information

CALP Initial (Education Provider Site) - Submitted

Application Window

-

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

11. Enter your username and password from the “Notice to Schedule NAAEI Exam” email into the scheduling site. Click Login.

Welcome to the Measure Learning Online Exam Registration System

MEASURE LEARNING

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 Measure 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 Measure Learning](#)

12. You will see a privacy policy. Scroll to the bottom of the terms and conditions and click Agree.

NATIONAL APARTMENT ASSOCIATION
Education Institute

Privacy Policy

Scantron makes every effort to respond and resolve all complaints in a prompt and timely manner.

SECURITY MEASURES

Scantron uses reasonable efforts to maintain the accuracy and integrity of Personal Data and to update it as appropriate. Scantron has implemented physical and technical safeguards to protect Personal Data from loss, misuse, and unauthorized access, disclosure, alteration, or destruction. For example, electronically stored Personal Data is stored on a secure network with firewall protection, and access to Scantron's electronic information systems requires user authentication via password or similar means. In particular, all connections to and from the website are encrypted using Secure Socket Layer (SSL) technology. Despite these precautions, please be advised that no data security safeguards guarantee 100% security.

CHANGES TO THIS PRIVACY POLICY

This Privacy Policy may be amended from time to time, consistent with applicable data protection and privacy laws and principles. We will notify you if we make changes that materially affect the way we handle your Personal Data previously collected, and we will allow you to choose whether their Personal Data may be used in any materially different manner.

[Contact Measure Learning](#)

13. Confirm your demographic information. Edit if necessary. When finished, click Continue.

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Education Institute

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
Please refer to your Notice to Schedule email on how to update your name.

Time Zone *
Time Zone is required

Email Address *
elizabethz@gmail.com

Home Phone *
Home Phone is required

Work Phone

Cell Phone

Street Address *
Street Address is required

Street Address 2

Country *
Country is required

City *
City is required

Postal Code *
22203-4213

[Contact Measure Learning](#)

14. You will then see examination requirements. Scroll to the bottom, check the box next to “I attest”, then click Continue.

The screenshot shows the top of the page with the National Apartment Association Education Institute logo. Below the logo is a section titled "EXAMINATION ADMISSION REQUIREMENTS" containing a list of requirements. At the bottom of this section is a checkbox labeled "I attest" which is checked. To the right of the checkbox is a red "Continue" button. A blue arrow points from the "Continue" button to the right. Below the "Continue" button is a small line of text: "Clicking Continue will direct you to the scheduling page. Please be patient as we gather your availability."

NATIONAL APARTMENT ASSOCIATION
Education Institute

EXAMINATION ADMISSION REQUIREMENTS

- Submit your confirmation notice to the proctor.
- Bring a current, government-issued photo identification (ID) with signature (driver's license, immigration card, passport, U.S. passport card, state ID card, or military ID card). You will NOT be admitted without proper identification. Candidates who fail to provide proper identification will be considered a no-show and will forfeit exam fees.
- In addition to the government-issued photo ID with signature, some exam programs require a second form of identification. Please review the "Additional Examination-Specific Information" section in your confirmation notice to see if a second identification is required.
- Original documents are required.
- Your **first and last name** on the confirmation notice must match the **first and last name** on your identification exactly.
- Nicknames are not acceptable.
- If you have more than one last name or a suffix listed on your government-issued photo ID, the same last names must be reflected on the confirmation notice.
- Presenting name change documentation (marriage license, etc.) at the testing center is not acceptable. Name change documentation must be submitted at least one (1) week in advance.

☒ I attest

Continue

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

15. Follow the instructions listed on the page below. When finished, click Submit.

The screenshot shows the top of the page with the National Apartment Association Education Institute logo. Below the logo is a section titled "Certified Apartment Leasing Professional (CALP) - NAAEI". Under this title is a section titled "Exam Scheduling Instructions" with four steps. Below the instructions are fields for "Dates between:", "Country:", "State/Province 1:", and "State/Province 2:". To the right of these fields is a red "Get Locations" button. Below these fields is a section titled "Testing Site and Date" with fields for "Location:", "Address:", and "Date/Time:". To the right of the "Date/Time" field is a red "Submit" button. A blue arrow points from the "Submit" button to the right. Below the "Submit" button is a red line of text: "Once you click submit, you will not be able to change your scheduled exam appointment without paying a cancellation/rescheduling fee." At the bottom of the page is a small line of text: "If you do not see a screen confirming that your scheduling request has been submitted, please call Meazure Learning at 919-572-6880."

NATIONAL APARTMENT ASSOCIATION
Education Institute

ID(s) you will present on test day.

Certified Apartment Leasing Professional (CALP) - NAAEI

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: 2/6/2024 (mm/dd/yyyy) and 2/6/2024 (mm/dd/yyyy)
Country: US
State/Province 1: KS
State/Province 2: KS

Get Locations

Testing Site and Date

Location: KS, MERRIAM (NAAEI)
Address: 6700 Antioch Road, Suite 200 MERRIAM, KS 66204
Date/Time: 02/06/2024 09:00 AM Tuesday - 1 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

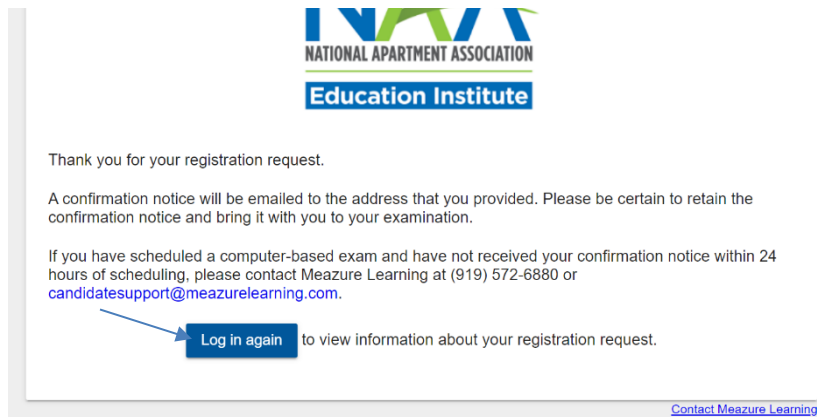
If you require reasonable administration conditions in accordance with appropriate legislative standards (e.g., Americans with Disability Act, EU Employment Equality Directive, Law on the Rights of Persons with Disabilities), please contact Meazure Learning at (919) 572-6880.

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

Submit

If you do not see a screen confirming that your scheduling request has been submitted, please call Meazure Learning at 919-572-6880.

16. 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.



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.