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

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.”

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. Enter your username and password from the “Notice to Schedule NAAEI Exam” email into the scheduling site. Click Login.
12. You will see a privacy policy. Scroll to the bottom of the terms and conditions and click Agree.

13. Confirm your demographic information. Edit if necessary. When finished, click Continue.
14. You will then see examination requirements. Scroll to the bottom, check the box next to “I attest”, then click Continue.

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