

CAMT Completion Checklist

Complete the following items to earn your CAMT credential.



Enroll with NAAEI

naahq.org/enroll

**Be sure to include your industry start date*



Share your support letter with your supervisor



Attend classes



**Complete online Practice Scenarios
and Soft Skills training at www.gowithvisto.org**



Take the practice test and study the Skill Checks
naahq.org/candidate-resources



Schedule and take your exam
www.castleworldwide.com/naaei



Print your CAMT certificate and claim your digital badge
naahq.org/badge



Maintain your AIME membership
naahq.org/aime





Enroll with NAAEI

www.naahq.org/enroll

Congratulations! You are showing your dedication to your career by choosing to enroll in NAAEI's Certificate for Apartment Maintenance Technicians (CAMT) program.

Enrollment is a two-step process:

1. Creating or identifying your NAA login
2. Completing the credential enrollment process

After you have enrolled as a CAMT candidate, you will complete:

- Classroom courses
- Online practice scenarios
- Online soft skills training course

Follow these steps carefully to ensure that you will be able to take your exam and receive your certificate in a timely manner.

Step 1 Identify your NAA User ID

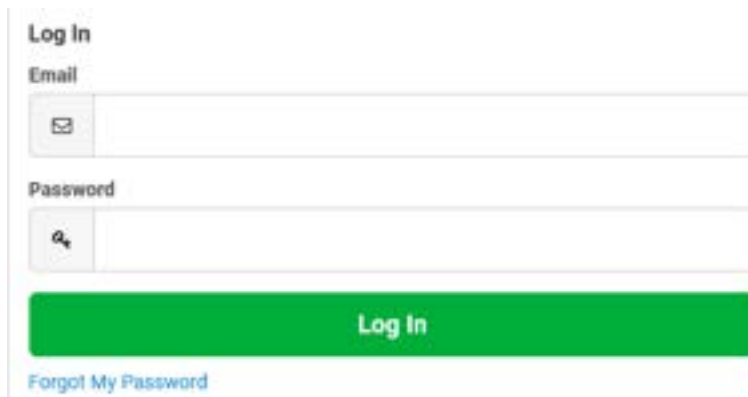
If you have already visited the NAA website, you should have an NAA User ID and password. If not, you can create one. Either way, your first step is to click on the Login/Register button at the top of the NAA website homepage (www.naahq.org).



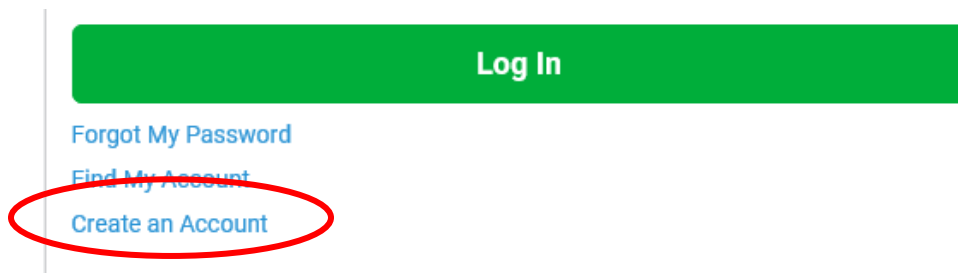
On the following page, you will have two options. Select the appropriate option for you.

1. Log in with your existing account (with the ability to retrieve your password if you don't have it); or
2. Create a new account.

Select "Log In" if you **already have an account** and proceed to page 5 of this tutorial.

A screenshot of the NAA login form. It has a 'Log In' heading, an 'Email' field with an envelope icon, a 'Password' field with a key icon, and a green 'Log In' button. Below the button is a link that says 'Forgot My Password'.

Select "Create an Account" if you **don't have an account yet**.

A screenshot showing three options: a green 'Log In' button, a link 'Forgot My Password', and a link 'Create an Account' which is circled in red. There is also a partially visible link 'Find My Account' above 'Create an Account'.

Fill out the form (pictured below) to create your account.

Create My Account

Please provide some information to create your account.

You must complete fields ending with *

My Contact Information

First Name

Last Name *

Account Phone

Mailing Street

Mailing City

Mailing State/Province

Mailing Zip/Postal Code *

Mailing Country

My Login Information

Email *

Retype Email *

Password *

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength:

You will be asked to create a password. Next, click the Create Account button to complete your login.

My Login Information

Email *

Retype Email *

Password *

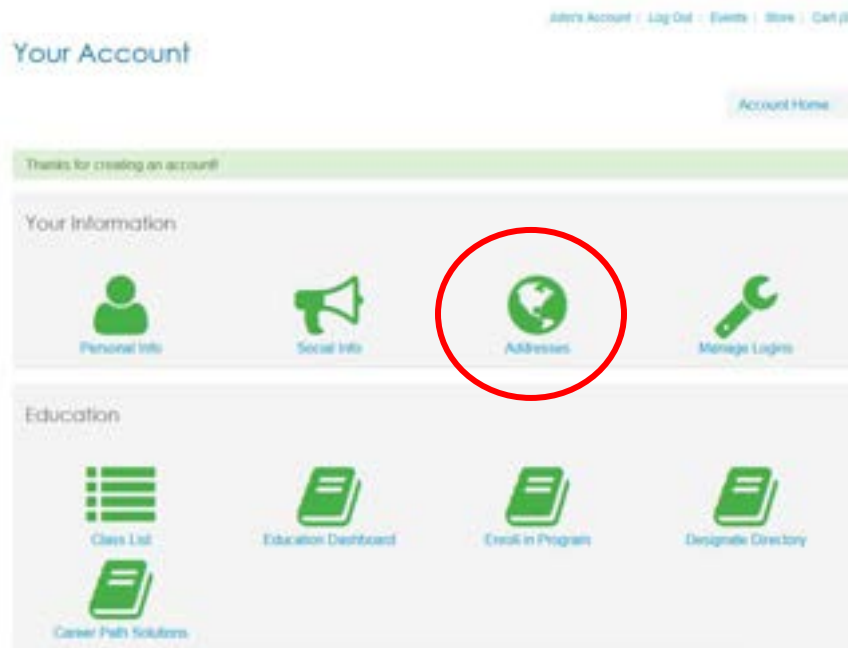
Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength:

Retype New Password *

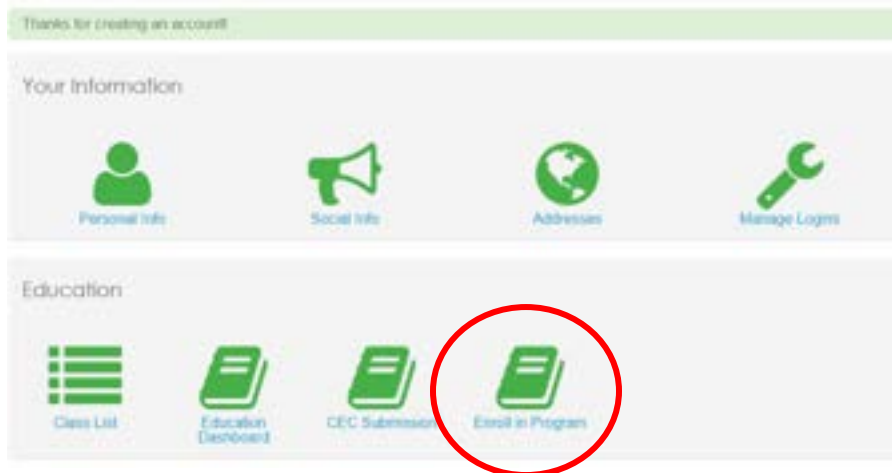
Create Account

After you create a password, you will be taken to the Your Account page, where you can complete additional personal information and enroll in programs. To edit your address information, click on the Addresses icon.



Step 2 Complete the Enrollment Process

To start the enrollment process, return to Account Home and click Enroll in Program on your Education dashboard.




The form will pre-populate with your account information and you will be instructed to select that you are either taking the course online or in the classroom. **NOTE: CAMT is not offered as an online program. CAMT participants must choose the classroom option.**

A screenshot of a web form. At the top, it says "Congratulations on your decision to distinguish yourself with an NAAEI designation! Earning a nationally recognized designation after your name signifies you have made a meaningful commitment to professional excellence". Below that, it asks "Are you planning to take the course online or in the classroom?". There are two radio buttons. The first is labeled "Classroom" and is selected, with a red circle around it. The second is labeled "Online" and is not selected.

After selecting that you are taking the course in the classroom, you will be prompted to complete the following form. Choose your course provider under “I am taking the course with”. All bolded fields are required. **Be sure to enter your industry start date** to satisfy the industry experience requirement. Click “Next” at the bottom of the form.

Enrollment Detail

* Fields in bold are required


I am taking the course with 

- Select a local apartment association -

☐ **I have already been in contact with my local association**

I am enrolling in

- Select a Program Type -

I started working in the apartment industry on 

04/20/2015

Highest level of education completed

Once you complete the form, you will see a summary page where you can confirm that all your information is correct. To complete enrollment, click Submit at the bottom of the screen.

Confirm Enrollment Information

Profile Overview

Name: Dana Sells
Title: Property Manager
Email: dsells@camt.com
Phone: 703.888.1234
Cell phone:
Address:

Enrollment Detail

I am taking the course with
Apartment Association of Greater Dallas

I have already been in contact with my local association
No

I am enrolling in
NAAEP

I started working in the apartment industry on
02/01/2006

Highest level of education completed
Bachelor's Degree

Birth year
1981

Supervisor's Name
Supervisor's Email
Employer

[Back](#) [Submit](#)

Congratulations! You are now enrolled in CAMT course. On your dashboard, you will see a confirmation of your enrollment and a list of any other programs you might currently be enrolled in. An email confirmation of your new enrollment will be sent to the email address you have listed in your account.

Education Dashboard

Education Dashboard

You have been enrolled in the CAMT program.

Enroll in a new program [here](#)

Current Programs

Program	Enroll Date	Thru Date	Status	
CAMT	May 16, 2019	May 15, 2020	Enrolled	VIEW

To access your account at any time, log into the NAA website using your email address and password. When you reach the home page click the Member Section button to view a dropdown list. Click Account Information to return to your dashboard.



Menu Member Section

View published My name Account Information Logout

NAA
NATIONAL APARTMENT ASSOCIATION
Serving the industry since 1945

833-86-MYNAA Search

Help & Support



Dear Property Management Professional:

As the supervisor of a maintenance team member who is enrolled in NAAEI's Certificate for Apartment Maintenance Technicians (CAMT) training, I'd like to thank you for your investment in your employee.

In addition to your financial investment in CAMT, I request that you provide additional support to help your team member complete all CAMT course requirements and pass the CAMT exam. Earning the CAMT credential will improve your team member's maintenance skills and confidence. Your support and encouragement throughout this process is very helpful.

Your assistance is requested for the following CAMT requirements:

- CAMT coursework includes online Soft Skills Training and there will be Soft Skills questions on the CAMT exam. Please provide your employee with computer access and the time to complete this online coursework at: www.gowithvisto.org. We have provided your employee with step-by-step instructions to log in and view CAMT online content. Depending on your employee's computer skills, you or another team member may need to provide some assistance. It may take more than one session to complete online training.
- Your employee must schedule a date and time to take the CAMT exam. The CAMT exam is a live online-proctored exam. Your employee will need computer access to schedule the CAMT exam and access to a computer with a webcam to take the exam. It is best to schedule the exam on the same computer that will be used to take the exam. During the scheduling process, our exam provider runs a quick check to make sure that the computer is exam compatible. We have provided your employee with step-by-step instructions to schedule the CAMT exam. Again, depending on your employee's computer skills, you or another team member may need to provide some assistance.
- Please provide a quiet space for 2.5 hours for your employee to take the CAMT exam. We have provided your employee with step-by-step instructions to log in to the exam. You or another team member should make sure your employee is successfully logged in before leaving the room.
- Your employee may be nervous about having an online proctor who can "see all" and worry that the proctor will pass judgment if a wrong answer is selected. The online proctors for the CAMT exam are proctoring a number of test takers with a variety of exams. Proctors have no idea what the "correct" answer is and are monitoring the CAMT exam to prevent cheating. If this concern comes up, please help to dispel it.



- Your employee will receive exam results upon completion of the exam. If your employee passes, please acknowledge and celebrate this major accomplishment. If your employee fails, please offer encouragement and support and the offer to retake the exam. Please assist your employee with printing the exam results at completion.
- NAA's Client Solutions Center is open during regular business hours to assist with online course access and exam scheduling concerns. The CSC team can be reached at (833) 86-MYNAA.

Again, thanks for investing in CAMT to help boost your employee's maintenance knowledge, reputation and confidence. I'd appreciate any feedback you may have on the CAMT experience. I can be reached at 703-797-0601 or mlambe@naahq.org.

Sincerely,

A handwritten signature in cursive script that reads 'Maureen Lambe'.

Maureen Lambe, CAE
Executive Vice President
NAA Education Institute

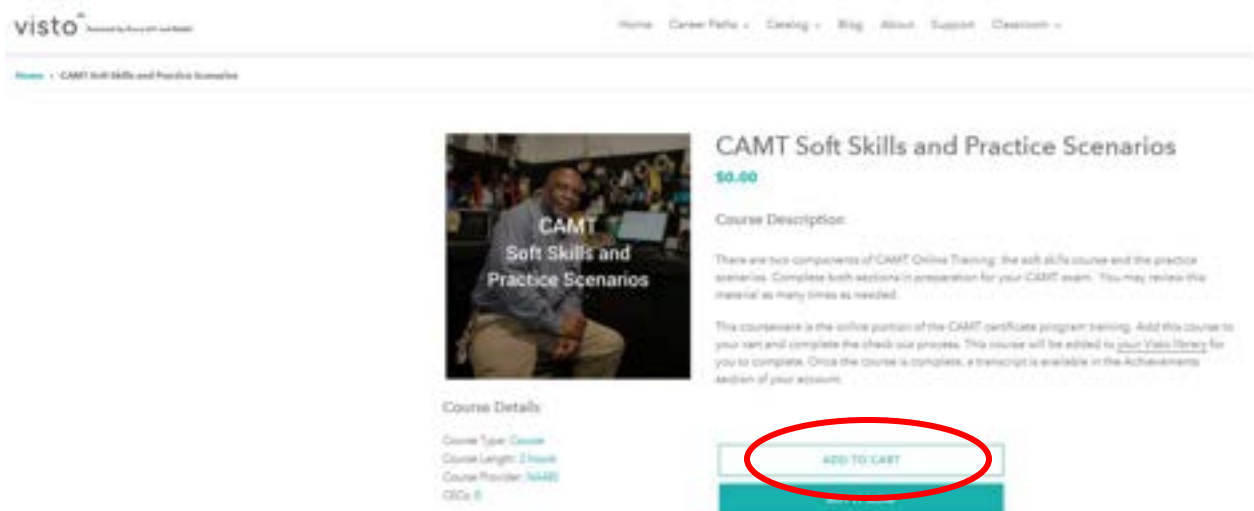


Complete Online Soft Skills Training And Practice Scenarios

www.gowithvisto.org

- ☐ CAMT candidates must complete the online practice scenarios and an online soft skills training course once they have completed the classroom training.
- ☐ Candidates must have an NAA account and be enrolled in the CAMT program through NAA before they access the online courses.
- ☐ To access the online courses, visit NAA's online course site Visto at www.gowithvisto.org/camtsoftskills, add the course to your cart and check out.
- ☐ Use the following step-by-step instructions to gain access to the online coursework.

Step 1 Navigate to <http://www.gowithvisto.org/camtsoftskills> and click Add to Cart.



visto[®] Powered by Blackboard and Moodle

Home Career Paths Catalog Blog About Support Classroom

Home > CAMT Soft Skills and Practice Scenarios

CAMT Soft Skills and Practice Scenarios

\$0.00

Course Description:

There are two components of CAMT Online Training: the soft skills course and the practice scenarios. Complete both sections in preparation for your CAMT exam. You may review this material as many times as needed.

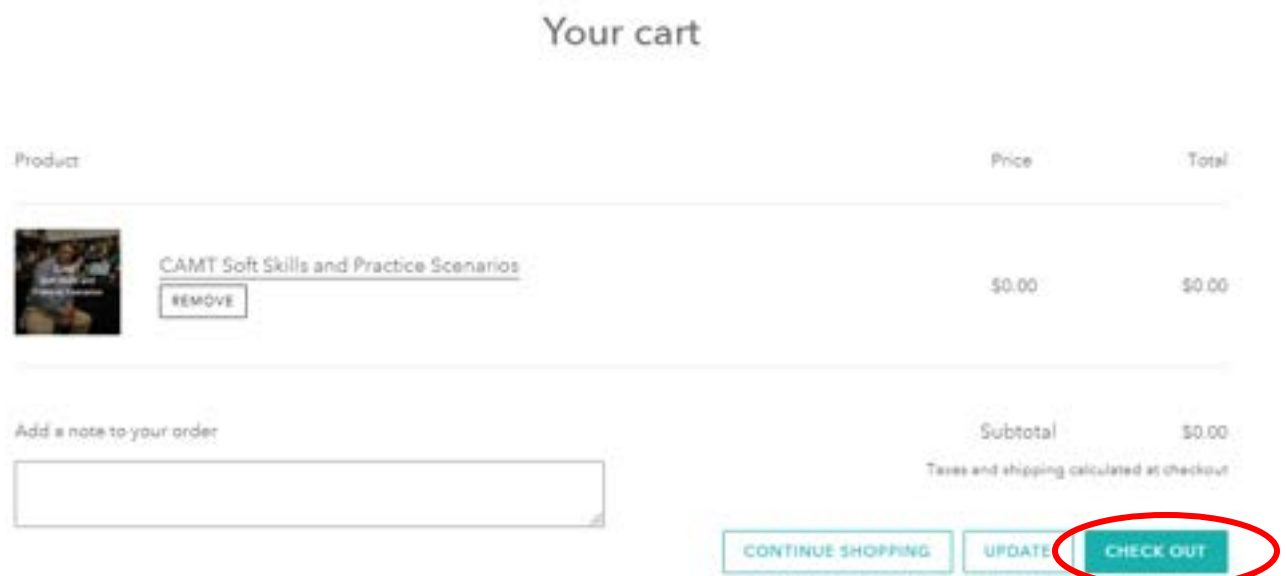
This coursework is the online portion of the CAMT certificate program training. Add this course to your cart and complete the check-out process. This course will be added to your Visto library for you to complete. Once the course is complete, a transcript is available in the Achievements section of your account.

Course Details


- Course Type: Course
- Course Length: 2 hours
- Course Provider: NAAE
- CEUs: 0

ADD TO CART

Step 2 On the Your Cart page, click Check Out.



Your cart

Product	Price	Total
 <div> CAMT Soft Skills and Practice Scenarios REMOVE </div>	\$0.00	\$0.00

Add a note to your order

Subtotal \$0.00
Taxes and shipping calculated at checkout

[CONTINUE SHOPPING](#)
[UPDATE](#)
[CHECK OUT](#)

Step 3 Click on the Create an Account tab. Complete the required fields (First Name, Last Name, Email, Password and Career Paths). Click Create Account.

My Account

Log In [Create an Account](#)


First Name *	Last Name *
Position	Company
Email (username) *	Phone
NAAEI ID Forgot NAA Member ID? Create an NAA ID	Password *
Career Paths *	

☐ I would like to be added to your [mailing list](#).

[Create Account](#)

Step 4 On the My Industry Profile page, complete the required fields (First Name, Last Name, Email) then click Save.

My Industry Profile



[Edit Profile Photo](#)

First Name *
Elizabeth

Last Name *
Test

Position

Company

Email (username) *
yz2432@columbia.edu

Phone

NAAEI ID

Password

[Forgot NAA Member ID?](#)
[Create an NAA ID](#)
[Reset Password](#)

☐ I would like to be added to our mailing list.

[Cancel](#)
[Save](#)

Step 5 Once your Industry Profile is saved, click on the shopping cart in the upper right corner.

visto™

[Home](#)
[Contact Us](#)
[Catalog](#)
[Blog](#)
[About](#)
[Support](#)
[Dashboard](#)



Home > My Industry Profile

Logout

My Industry Profile

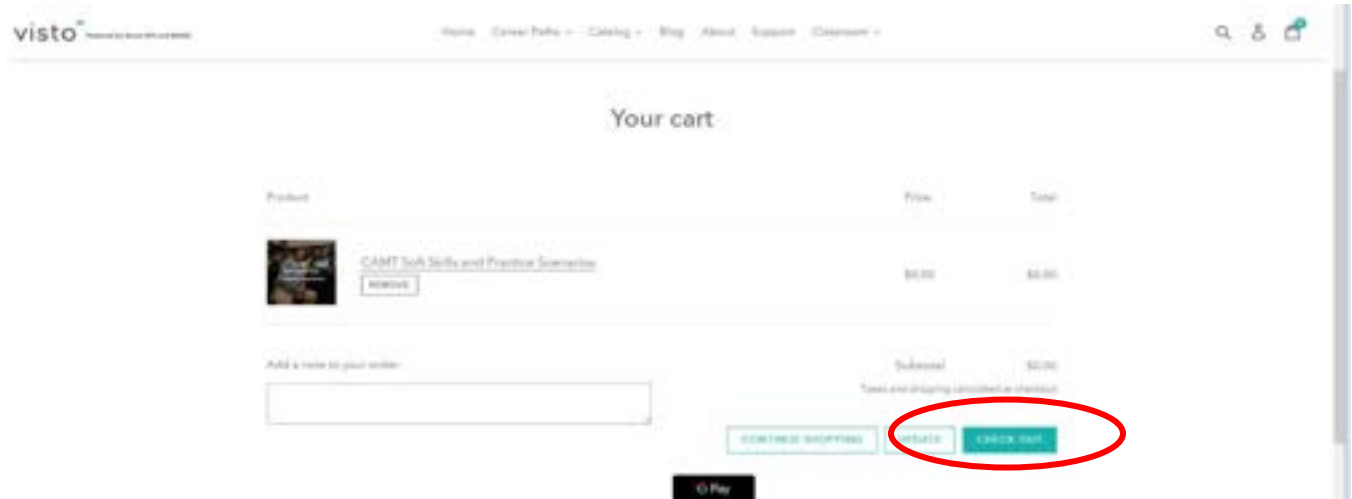


[Edit Profile Photo](#)

First Name
Elizabeth

Last Name
Test

Step 6 On the Your Cart page, click Check Out.



Step 7 Complete the Billing Information section. All fields are required. Note that you will not enter any payment information and will not be charged for this purchase.

Step 8 On the payment screen click Complete Order.

visto
Cart > Information > Payment

Contact: elizabeth.zolotukhina@wilsoncenter.org [Change](#)


Billing: AEA, 1600 Penn Ave NW, Washington DC 20004, United States [Change](#)

Payment



Your order is free. No payment is required.

[Return to Information](#) [Complete order](#)


 CAMT Soft Skills and Practice Scenarios Free

Discount code [Apply](#)

Total USD **\$0.00**

Step 9 From the order confirmation page, click Continue to my Classroom.


visto


 Order #2372
Thank you Elizabeth!

Your order is confirmed
You'll receive a confirmation email with your order number shortly.

Customer information

Contact information elizabeth.zolotukhina@wilsoncenter.org	Billing address Elizabeth Z AEA 1600 Penn Ave NW Washington DC 20004 United States
--	--

 Need help? [Contact us](#) [Continue to my Classroom](#)


 CAMT Soft Skills and Practice Scenarios Free

Total USD **\$0.00**


Step 10 Click on Start to begin your coursework. Students are tested on the material contained in the soft skills course. The practice scenarios reinforce skills learned in the classroom training.

My Courses

SORT BY Purchase Date Ascending ▾ 1 Product



CAMT Soft Skills and Practice Scenarios
Purchase Date 11/08/2019 | Reserve Time On My Calendar

 Start

The course is not yet started

In the soft skills training course, use the Next button to advance through each module of the course. Click Exit Course when you are finished.

CAMT Soft Skills Training

Welcome to the Industry

A Day in the Life of a Maintenance Technician



Next ►

Exit Course

CAMT Practice Scenarios

Click on any scenario to practice what you have learned in the CAMT course. You can complete the scenarios in any order, and repeat them at any time.



THE VILLAS
AT LANDE LANE



Take the Practice Test and Study the Skill Checks

www.naahq.org/candidate-resources

- ☐ There is a sample practice exam available at <http://www.naahq.org/candidate-resources>: the CAMT Practice Test (Spanish-English).
- ☐ The CAMT Skill Checks and Skill Checks Answer Keys are also available in the CAMT Candidate Resources section of the NAA Web site.

CAMT Exam Prep

- [CAMT Skill Checks](#)
- [CAMT Skills Checks Answer Key](#)
- [CAMT Spanish-English Practice Test](#)



Schedule and Take Your Exam

www.castleworldwide.com/naaei

- ☐ You will receive exam scheduling instructions and an exam eligibility code from your course provider.
- ☐ The CAMT exam consists of 100 questions in both English and Spanish and is timed for two hours and 30 minutes.
- ☐ The CAMT exam is a proctored exam that may be taken on a student's computer with a remote proctor or in some cases at the course provider's testing site with a live proctor.
- ☐ The CAMT exam is NOT an open book exam. Participants are not permitted to carry their notes or class materials with them.
- ☐ To schedule your CAMT exam, visit the online scheduling site at <https://www.castleworldwide.com/naaei>.
- ☐ Your exam results are available immediately upon completion of the exam.
- ☐ Print your exam score report for your records.

Scheduling an NAAEI exam with Castle Live Online Proctoring (LOP)

Note: During this process, you will receive the following three automatically generated emails. You will not need the information in these emails to schedule your exam, but **you will need them to take your exam, so please save these three emails until after you've completed the exam.**

- Notice to Schedule Email [insert credential name] Exam" from testing@castleworldwide.com
 - "Castle Worldwide SCHEDULING CONFIRMATION NOTICE (Admission Ticket)" from testing@castleworldwide.com, and
 - "Castle Worldwide: Your Exam Appointment" from donot-reply@examity.com ". This email provides your exam appointment ID and the link to begin your exam.
1. Candidate receives Castle exam eligibility code from NAAEI or your course provider staff.
 2. Please go to <https://www.castleworldwide.com/naaei> to schedule your exam. **Please schedule your exam under your full legal name as it appears on your government-issued ID. When you sign in to take your exam, you will need to present a government-issued photo ID to the proctor for confirmation.** You will see the following screen:



NAAEI Online Scheduling System

Please provide the following information prior to entering the online scheduling system.

NAA ID:

Eligibility Code:

3. Input your NAA ID and the exam eligibility code you received into the appropriate fields above. Click "Submit".
4. The next screen (pictured below) will ask you to review/edit/confirm your contact information. Review your contact information and make any necessary corrections. **It is very important that your email address is correct.**



Welcome to the NAAEI Online Scheduling system!

Title (NR) ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr.

First: TEST Last: CAM

Address: STREET

Address 2: STREET 2

City: CITY State/Province: North Carolina

Postal Code: 27560 Country: US

E-mail: rshearin@castleworldwide.com

Home Phone: 919-572-6800 Work Phone (NR): 919-572-6800

5. At the bottom of the page, select the radio button "Live Online Proctoring (LOP)" to test via live online proctoring (LOP). Then, click "Submit Form." (Ignore the list of NAAEI affiliated associations availability.)

Site Type Selection

Choose carefully! This can not be revised after clicking the Submit Form button.

☐ NAAEI Affiliated Associations Availability

Venue	Location	Exam Time
EL PASO APARTMENT ASSOCIATION	EL PASO, TX	12/10/2018 08:00 AM
EL PASO APARTMENT ASSOCIATION	EL PASO, TX	12/17/2018 08:00 AM
EL PASO APARTMENT ASSOCIATION	EL PASO, TX	12/31/2018 08:00 AM



☒ Live Online Proctoring (LOP)

Submit Form



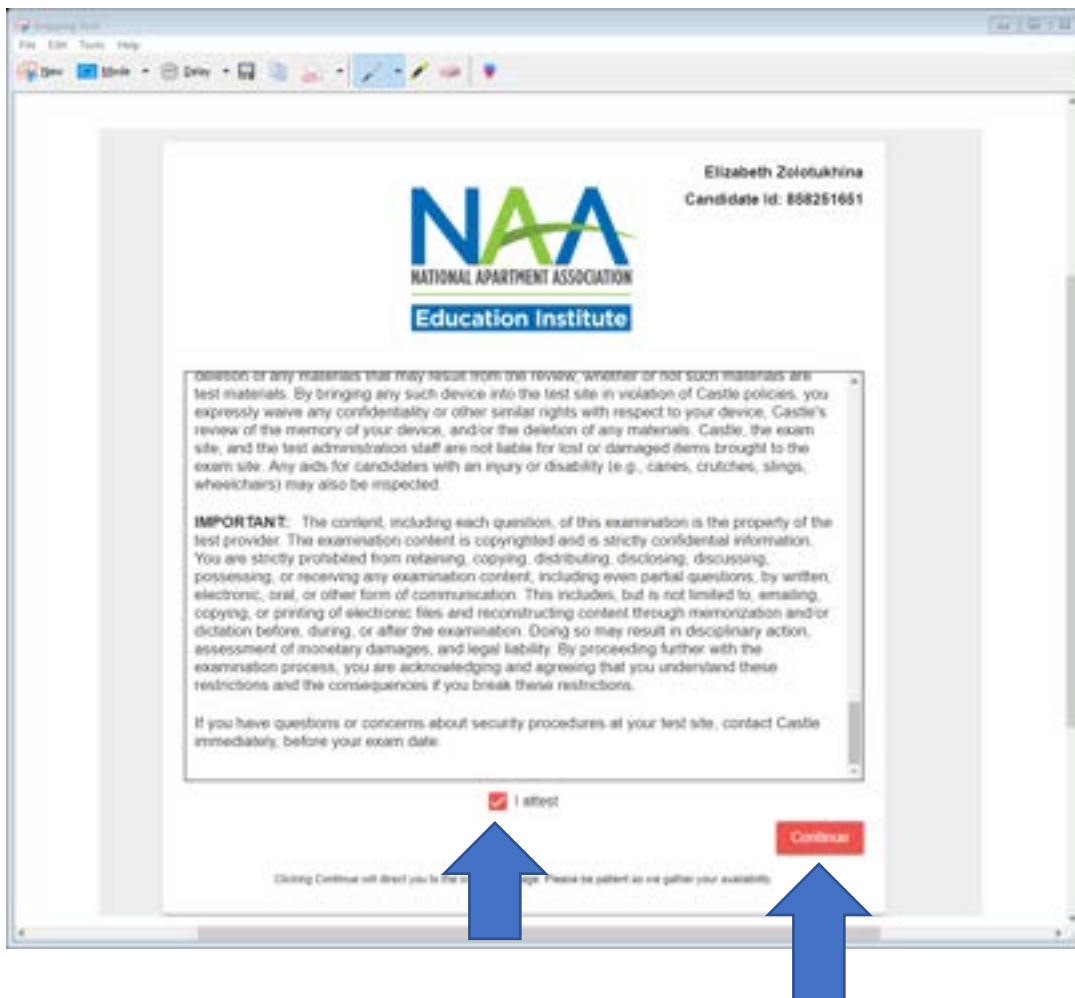
6. Click "OK" on the pop-up message pictured below:

www.castleworldwide.com says

You have chosen to test via Live Online Proctoring (LOP). This selection cannot be changed after clicking the OK button. Click OK if you are satisfied with your selection or click Cancel if you would like to change your selection.



7. Carefully review the examination admission requirements. Scroll down to the end of the displayed document, check the checkbox next to "I attest", then click "Continue".



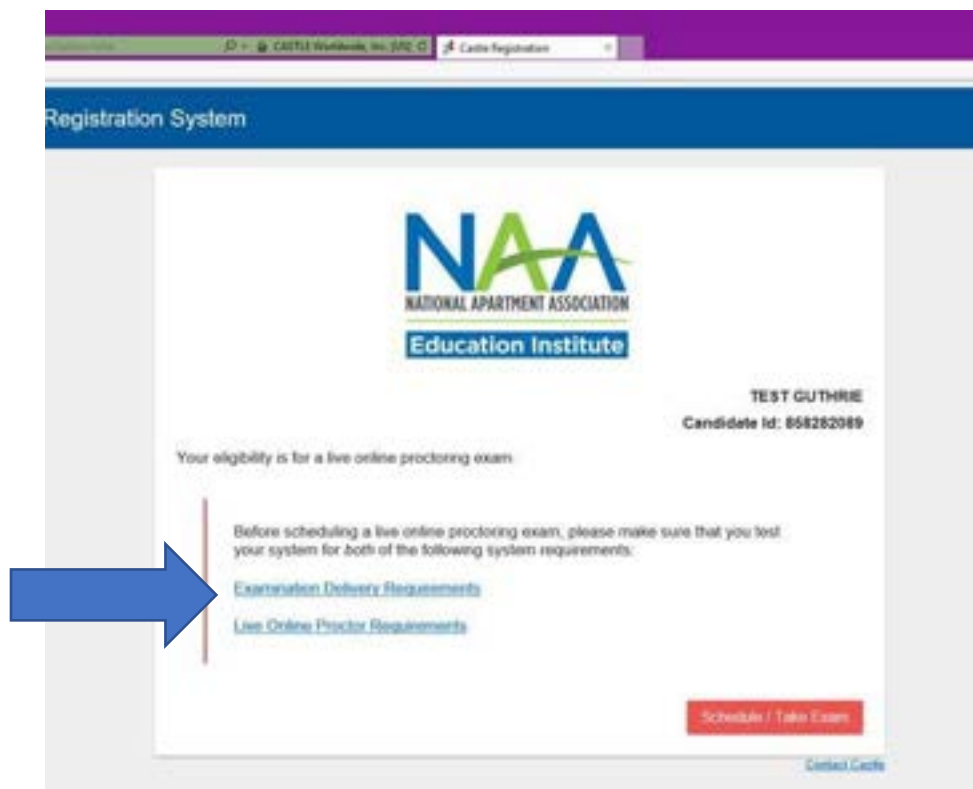


8. Choose the exam you want to schedule and click “Schedule”.

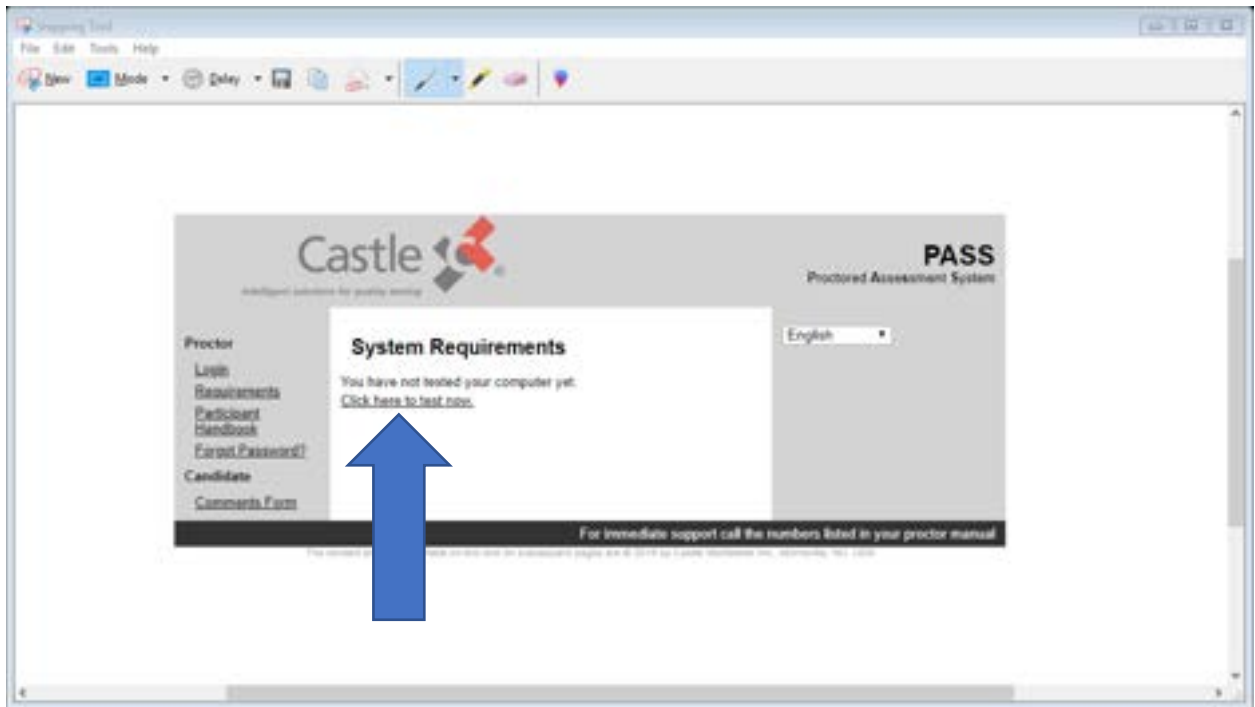


9. You will see the screen displayed below. When you click on “Examination Delivery Requirements”, it will initiate the process of verification that the computer you are using is suitable for the testing purposes. However, if you are scheduling your exam on a computer DIFFERENT from the one you will be testing on, you may bypass this process for now, and continue straight to the scheduling part by clicking on the red Schedule/Take Exam button. (Starting at step 17 below.)

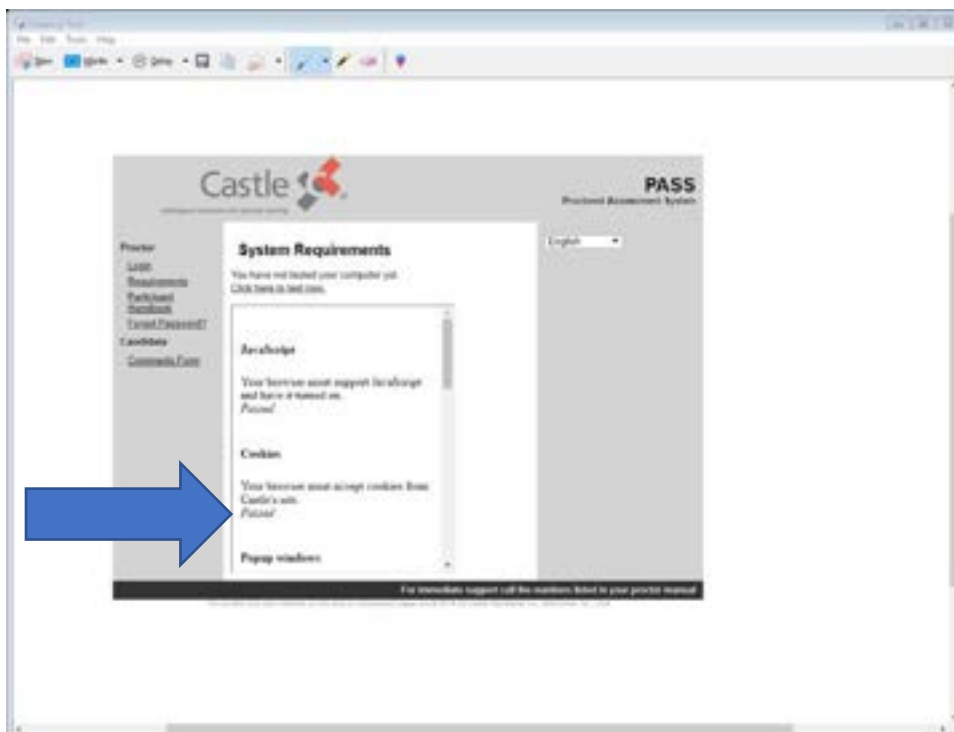
You will be given another opportunity to verify your computer’s suitability immediately prior to the exam. **To avoid any delays in your testing, we strongly recommend that you schedule your test using the same computer which will be used for testing.**



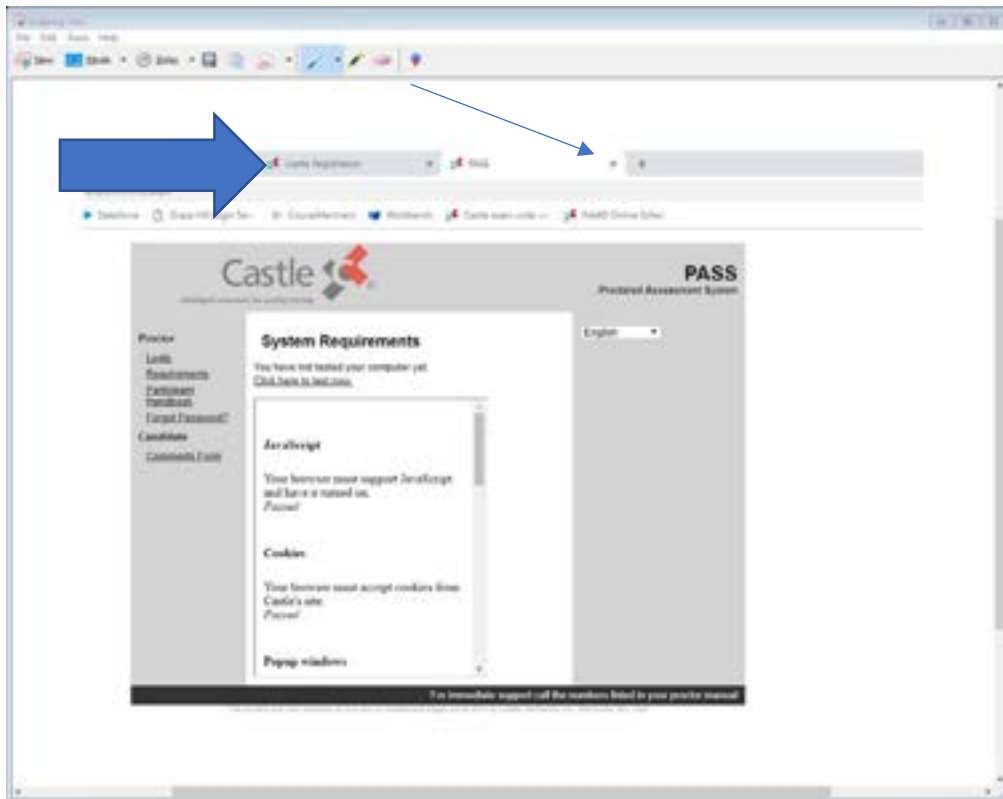
10. A new tab will open in your browser. Click on “click here to test now”



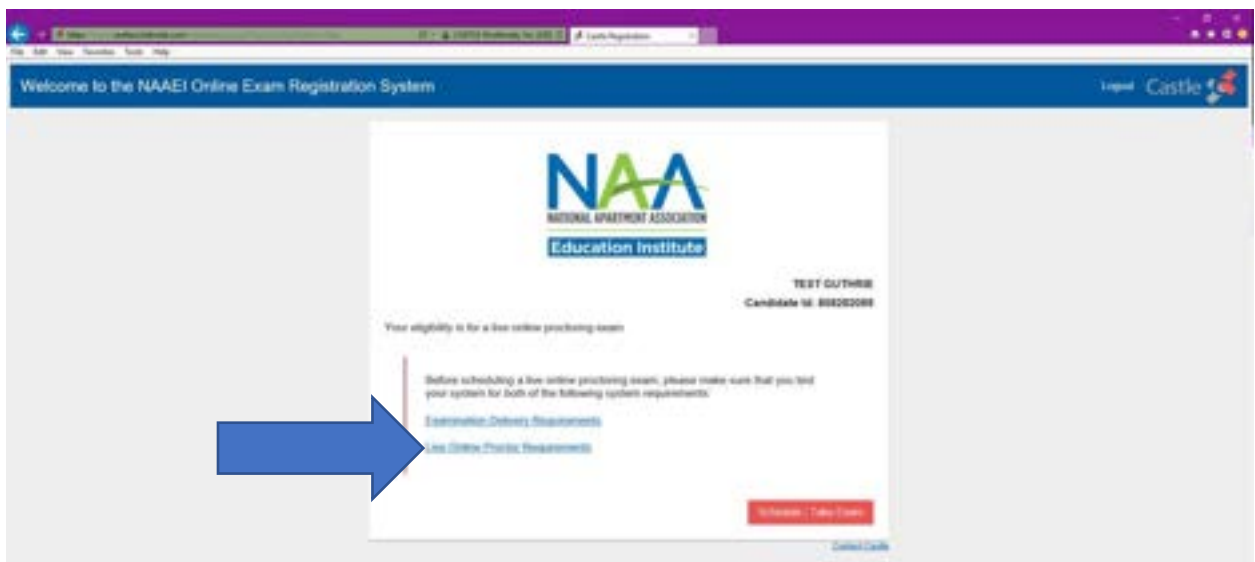
11. You will see the following screen. Scroll down to make sure that all components have status “Passed” indicated.



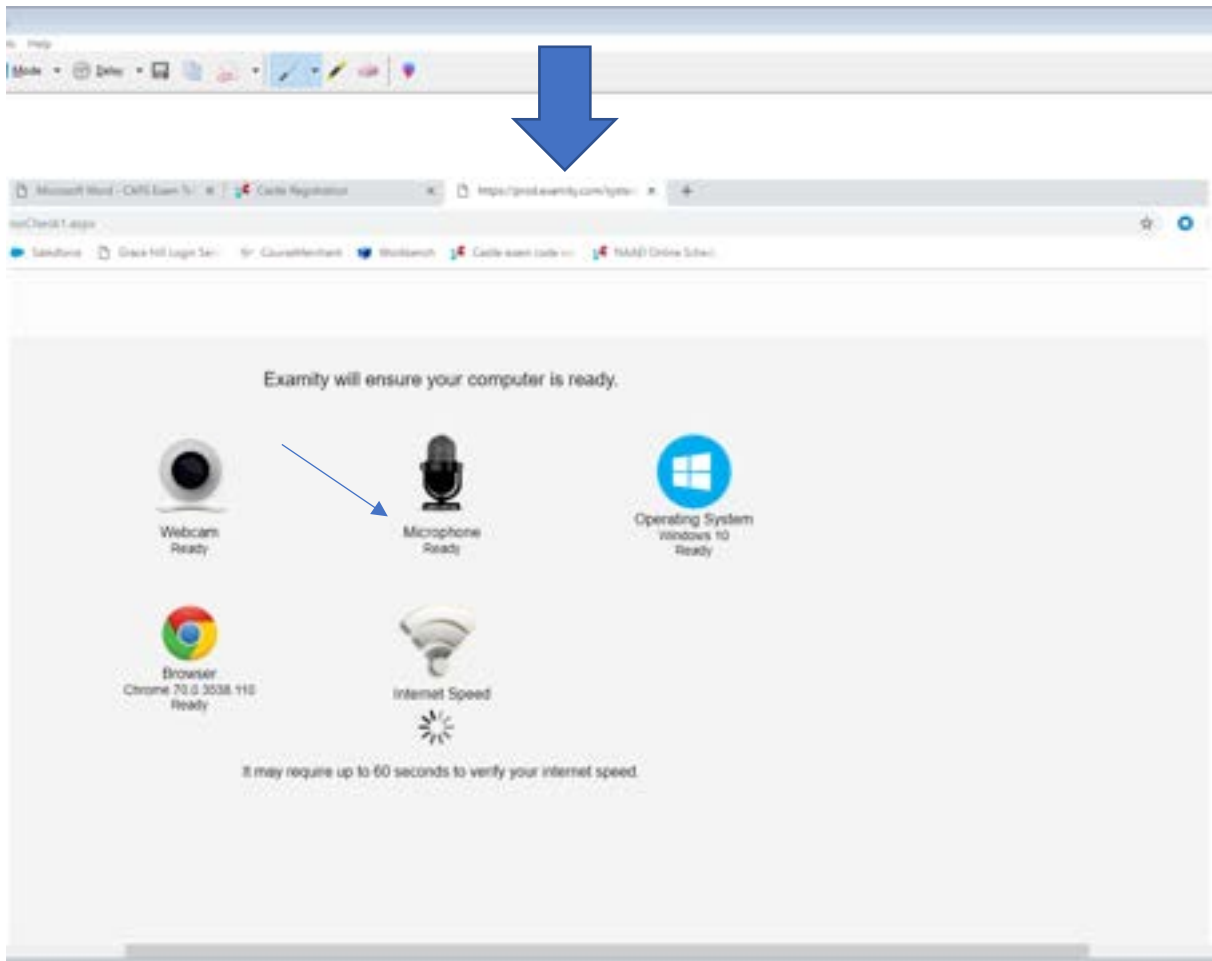
12. If all components feature a “Passed” status, close the “PASS” browser tab (thin blue arrow). You will return to the “Castle Registration” tab (thick blue arrow).



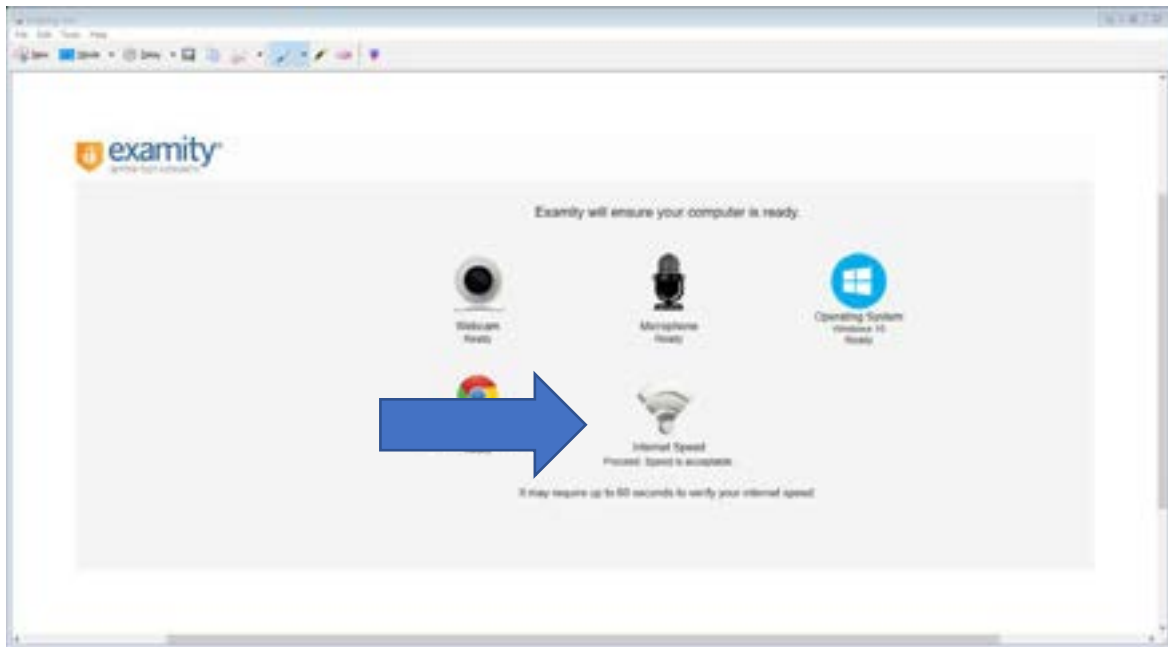
13. In the “Castle Registration” tab, now click on “Live Online Proctoring Requirements.”



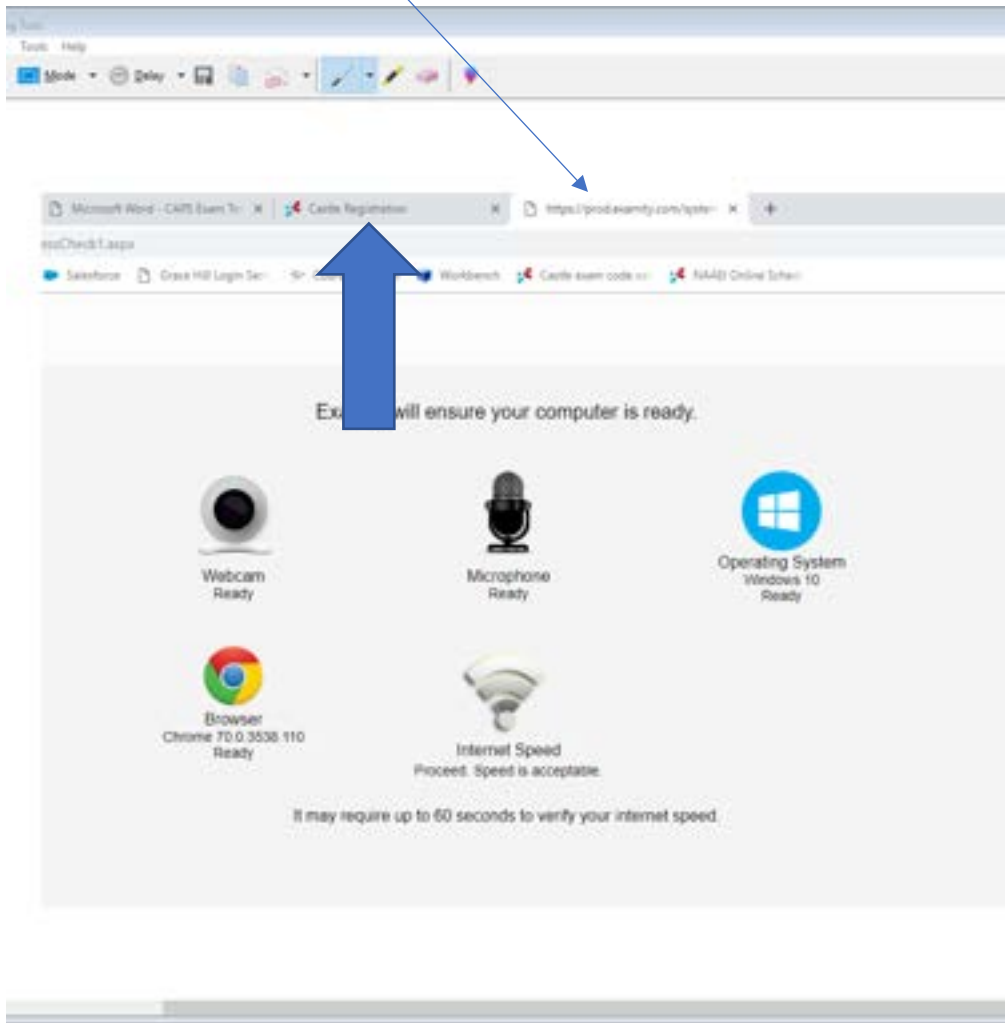
14. A new tab will open, and different components of your computer will be tested.



15. Please be patient while the system finishes testing your internet speed (thin blue arrow above). A minimum bandwidth of 2 Mbps upload and download speed is required to support the video process during the exam. When the process is finished, you'll see the following screen:

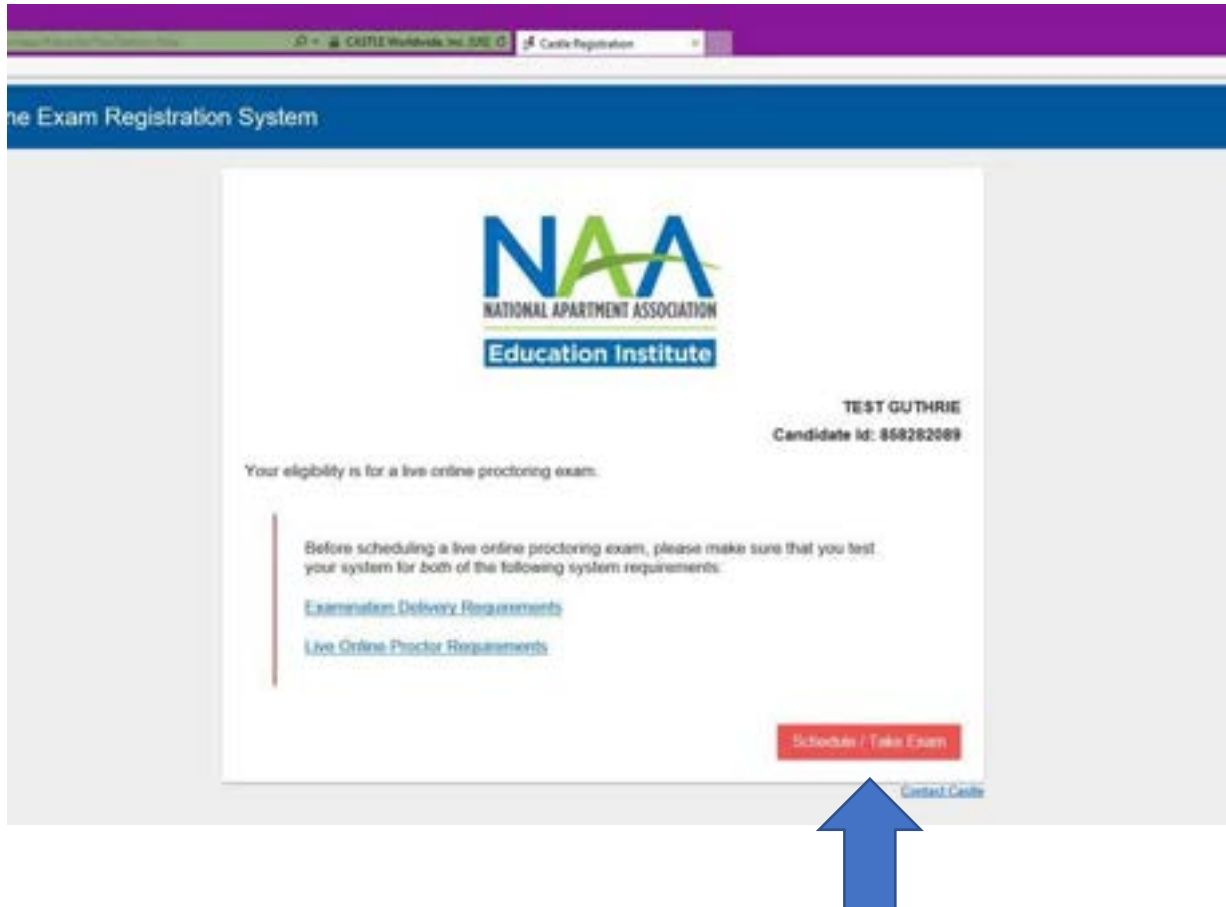


16. After you see “Proceed. Speed is acceptable” (Thick blue arrow above), close the Examity browser tab (by clicking on a little cross with thin blue arrow below), and you will return to the “Castle Registration” browser tab (thick blue arrow below).

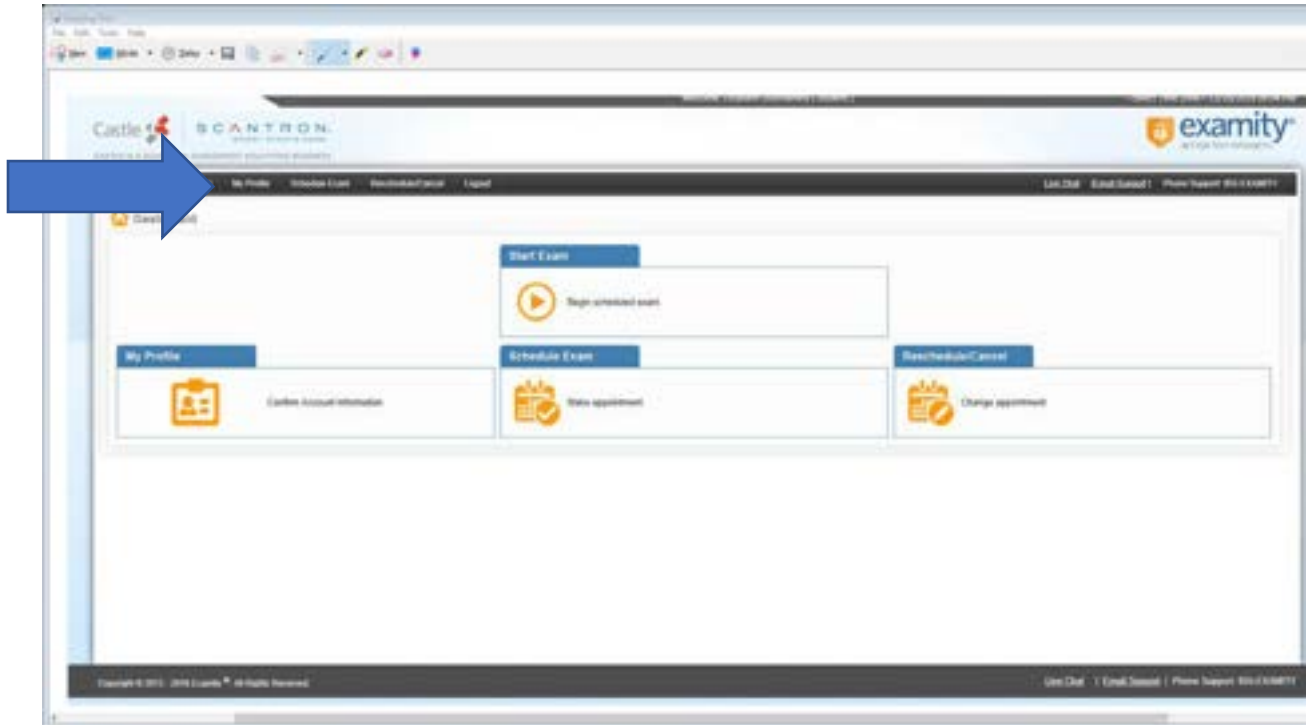


If any aspect of your computer is found to be unacceptable for testing, you will need to find another work station or computer for the testing purposes.

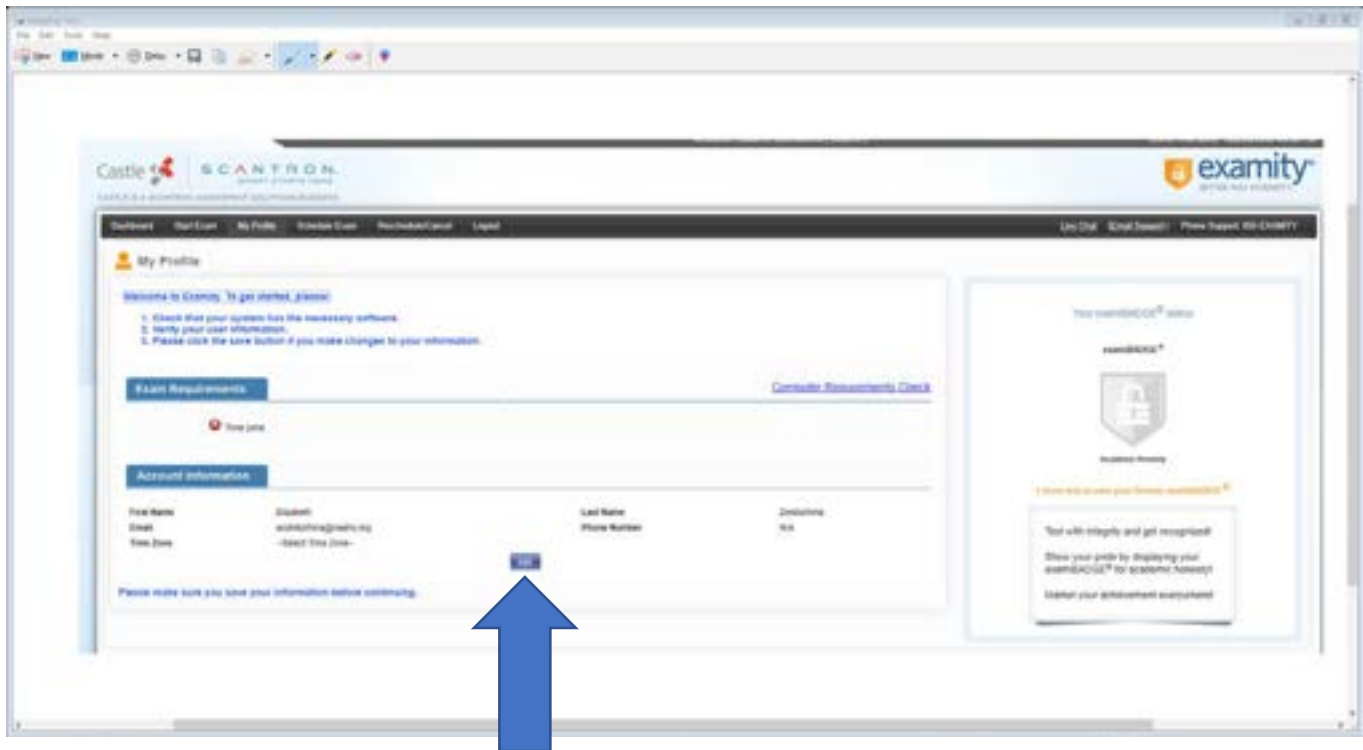
17. After you've tested both system requirements, you can now click on the red button
"Schedule/Take a live online proctoring exam."



18. You will see the following screen. Click on “My Profile,” as indicated by the thick blue arrow.



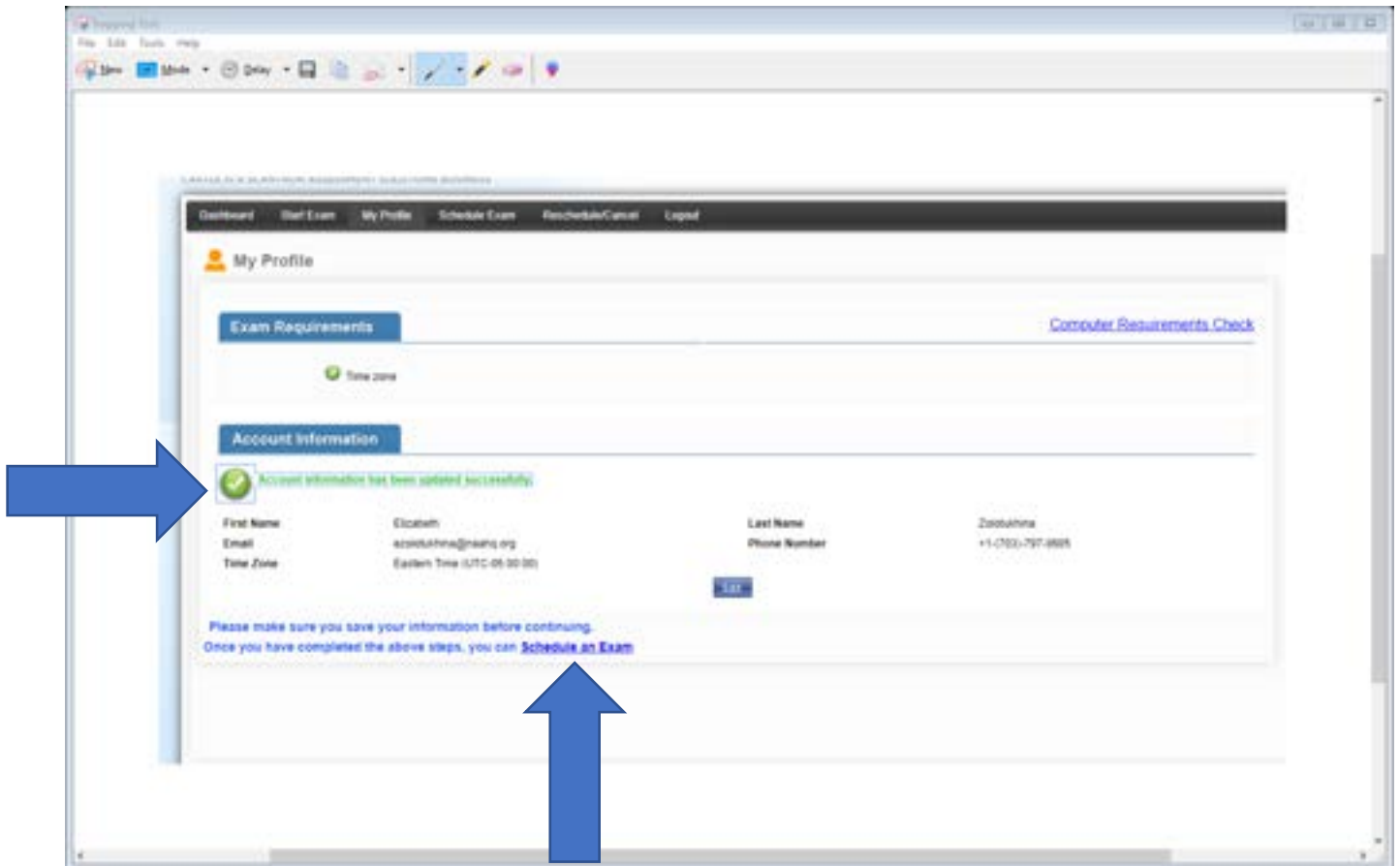
19. On the next screen click on “Edit”. This will allow you to review and confirm the details on your account.



20. In the “Account Information” section, enter your phone number and select your time zone from the dropdown list, as shown below. This is very important for your exam scheduling. Click “Save”.

The screenshot shows the 'My Profile' page in the Castle Scantron system. The page includes a navigation bar with links: Dashboard, Start Exam, My Profile, Schedule Exam, Reschedule/Cancel, and Logout. The 'My Profile' section contains a welcome message and instructions. Below this are two main sections: 'Exam Requirements' and 'Account Information'. The 'Account Information' section contains fields for First Name (Elizabeth), Last Name (Cassidy), Email (elizabeth@nnaap.org), and Phone Number (417-757-0400). A 'Time Zone' dropdown menu is open, showing a list of time zones including Eastern Time (UTC-05:00), Central America (UTC-06:00), and others. A 'Save' button is located at the bottom right of the form. Three blue arrows are overlaid on the image: one pointing to the 'Time Zone' dropdown, one pointing to the 'Phone Number' field, and one pointing to the 'Save' button.

21. You will see the message “Account information has been updated successfully.” Now click on “Schedule an Exam” at the bottom of the screen.



22. From the “Exam Program” drop down list, select the exam you’d like to schedule. From the “Exam name” drop down list, select the exam name--CAMT.

Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Logout

Schedule/Reschedule Exam

☐ Available ☐ Unavailable ☒ Scheduled

To SCHEDULE an Exam:

- Select Exam Program and Exam Name
- Select Date and Time
- Click "Schedule."

To RESCHEDULE an Exam:

- Click "Reschedule Exam."
- Select new Date and Time
- Click "Reschedule."

Exam Program	Exam Name	Exam Duration	Exam can be scheduled
--Select exam program--	--Select exam--		
<div> --Select exam program-- NAAEI - Certificate for Apartment Maintenance Technicians (CAMT) </div>			

Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Logout

Schedule/Reschedule Exam

☐ Available ☐ Unavailable ☒ Scheduled

To SCHEDULE an Exam:

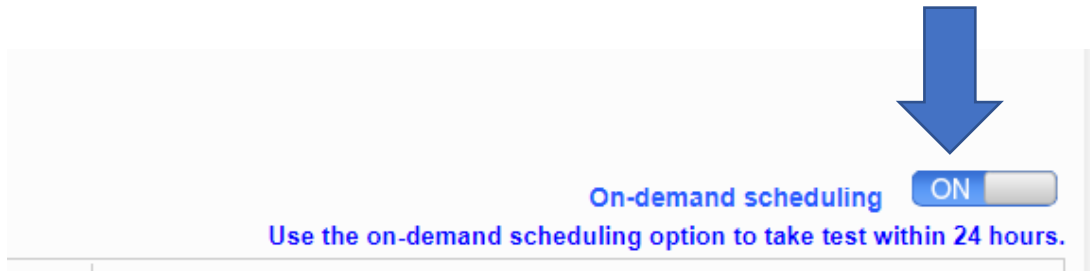
- Select Exam Program and Exam Name
- Select Date and Time
- Click "Schedule."

To RESCHEDULE an Exam:

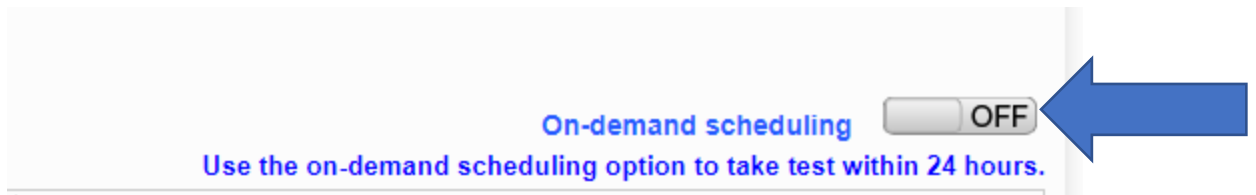
- Click "Reschedule Exam."
- Select new Date and Time
- Click "Reschedule."

Exam Program	Exam Name	Exam Duration	Exam can be scheduled
NAAEI - Certificate for Ap	--Select exam--		
<div> --Select exam-- Certificate for Apartment Maintenance Technicians (CAMT) </div>			

23. If you would like to take your exam within the next 24 hours, be sure that the On-demand Scheduling button is switched to “On”.



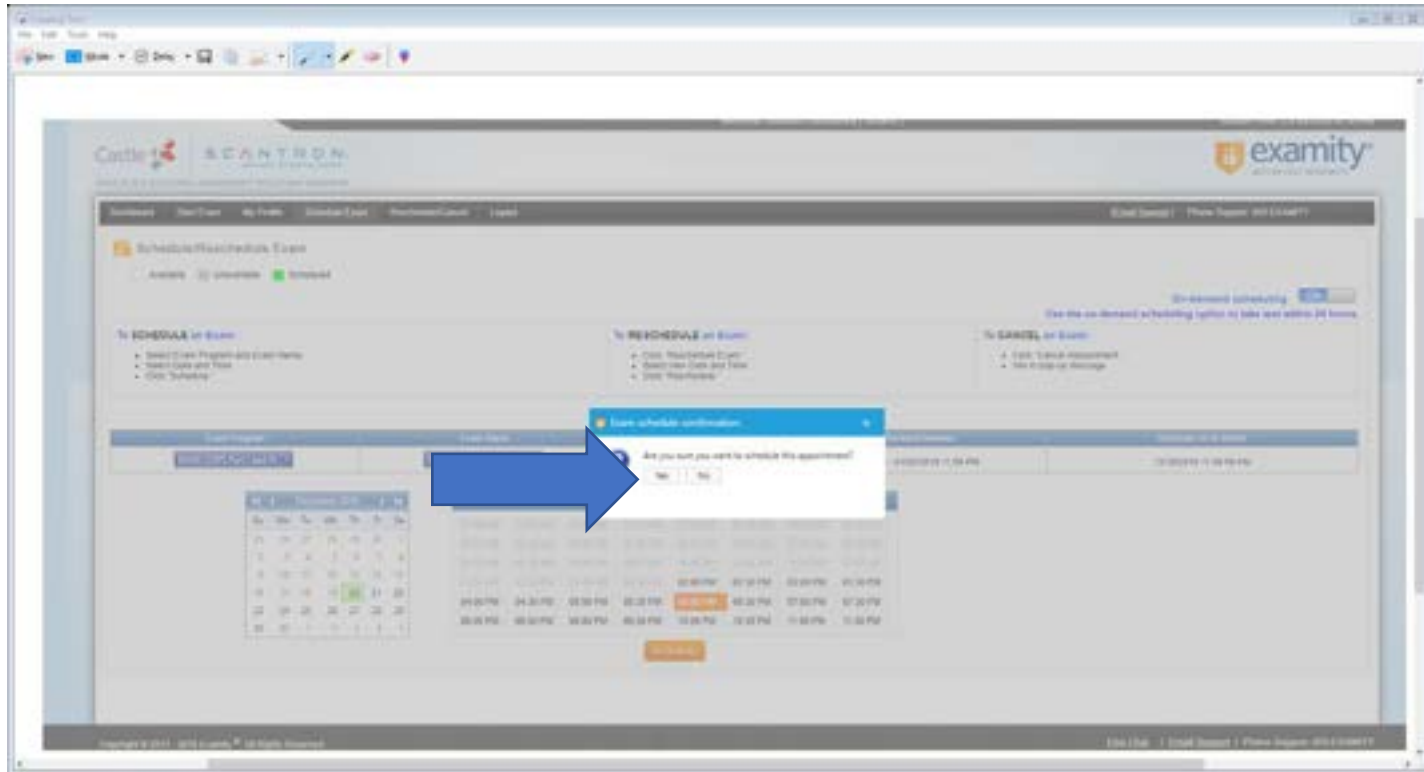
24. If On-demand Scheduling is switched to “Off” you will NOT be able to schedule within the next 24 hours. You must switch On-demand Scheduling to “Off” in order to schedule beyond the next 24 hours.



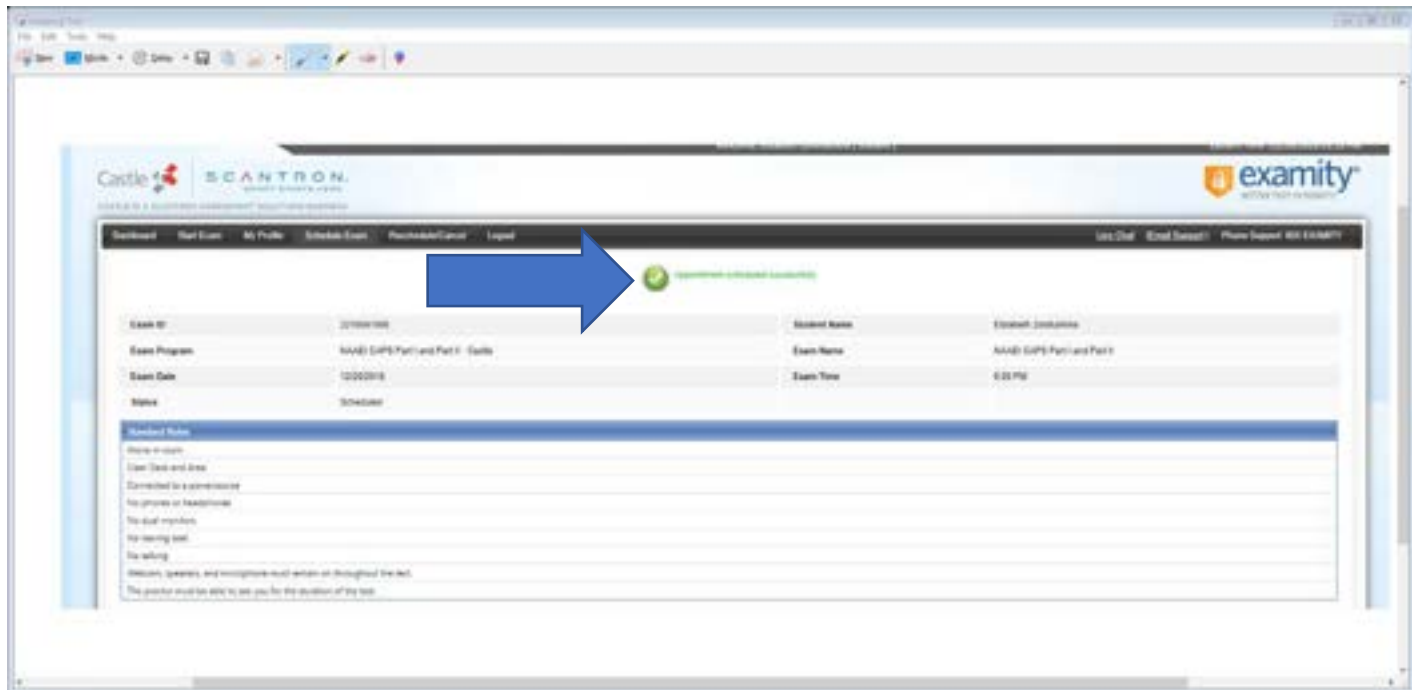
25. From the calendar showing available dates, select the one that suits you. Once you click on a date, all available appointments will be shown on the right. Pick the one you like and Click “Schedule”.

The screenshot shows the CAMT scheduling interface. At the top, there's a navigation bar with links like 'Dashboard', 'Start Exam', 'My Profile', 'Schedule Exam', 'Reschedule/Cancel', and 'Logout'. Below this, the 'Schedule/Reschedule Exam' section is active. It includes tabs for 'Available', 'Unavailable', and 'Scheduled'. The 'Available' tab is selected, showing instructions for scheduling, rescheduling, and canceling an exam. Below the instructions, there's a table with columns for 'Exam Program', 'Exam Name', 'Exam Number', 'Exam date and time', and 'Schedule On or Before'. The 'Exam Program' and 'Exam Name' columns are set to 'NAA CAMT Test and To'. The 'Exam Number' is '2nd Session'. The 'Exam date and time' is '07/16/2016 12:00 AM - 07/16/2016 11:59 PM'. The 'Schedule On or Before' is '10/16/2016 11:59 PM'. Below the table, there's a calendar for December 2016. The 16th is highlighted in green. To the right of the calendar, there's a list of available appointments. The 'Schedule' button is highlighted with a blue arrow.

26. You will see a pop-up asking to confirm the selected schedule. Click “Yes” if you are sure you are available to take the test on this date and time.



27. You will see “Appointment scheduled successfully.”



28. Your exam is now scheduled.

29. Following scheduling, you should receive an email with the subject line “Castle Worldwide: Your Exam Appointment” from donot-reply@examity.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 LOP exam when you are ready to do so.

For technical problems related to the Castle Worldwide testing platform, please contact Castle Worldwide directly at (919) 572-6880 during their normal business hours, 8:30 AM – 5:30 PM ET, Monday through Friday.



Taking an NAAEI Live Online Proctoring (LOP) exam

1. During the exam scheduling process, you should have received 3 emails:
 - Notice to Schedule Email [insert name] Exam” from testing@castleworldwide.com
 - “Castle Worldwide SCHEDULING CONFIRMATION NOTICE (Admission Ticket)” from testing@castleworldwide.com, , and
 - Castle Worldwide: Your Exam Appointment” from donot-reply@examity.com “

Please retain these 3 emails until after you’ve completed the exam. The information below is compiled, in part, from those three emails.

2. On the day of your exam please remember to:
 - Login into the [Examity](https://castleworldwide.com/registration) site 15 minutes prior to the start of the session. The URL to the Examity site is: <https://castleworldwide.com/registration>
 - To log in to the above site, please use the username and password provided in the “Notice to Schedule Email [insert name] Exam” from testing@castleworldwide.com
 - Please have your [government-issued](#) ID ready to show before you start your exam.
 - Please check your system readiness [here, \(if you have not done so during the scheduling process.\)](#)

Standard Rules for LOP testing
Be alone in room
Clear desk and area
Connected to a power source
No phones or headphones
No dual monitors
No leaving seat without the permission from your proctor
No talking
Webcam, speakers, and microphone must remain on throughout the test

Additional Rules

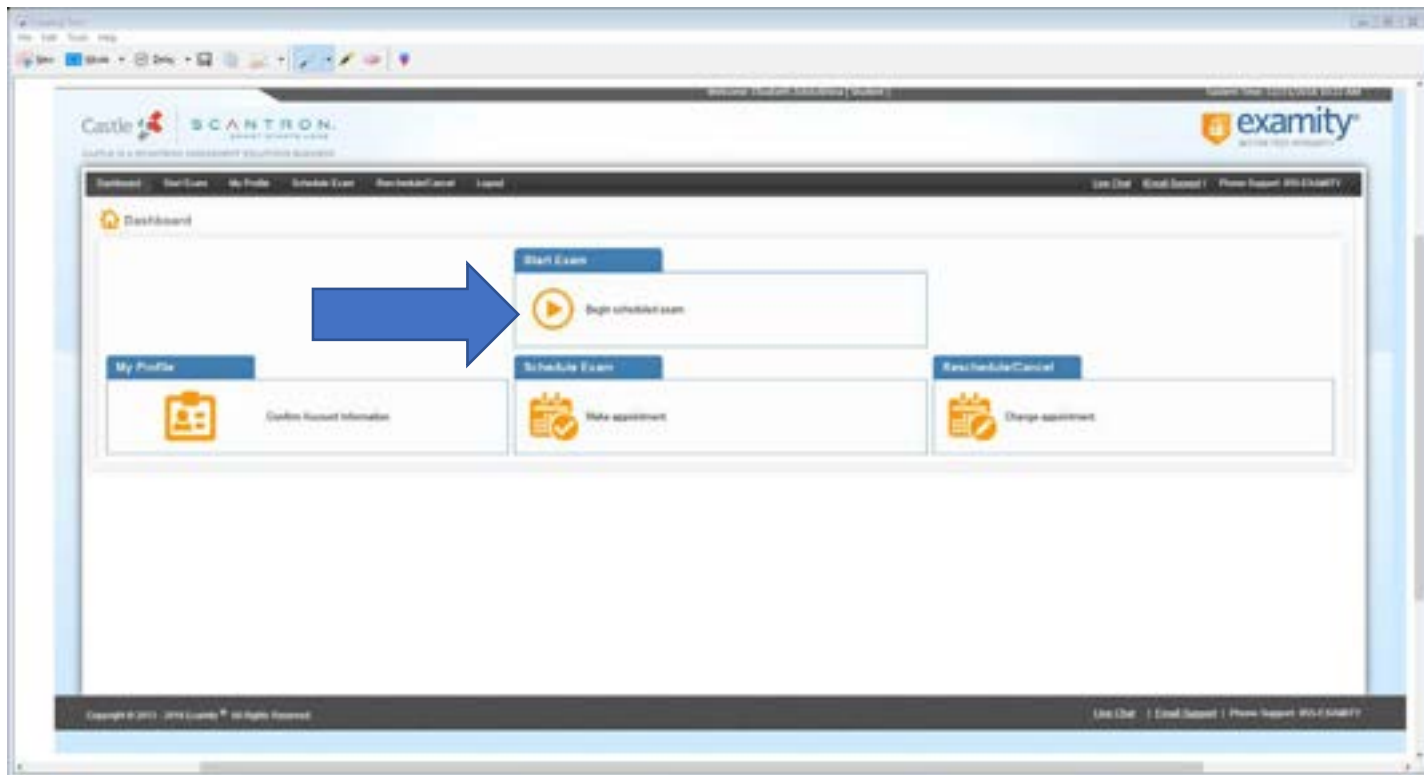
Handheld calculator is allowed

Scrap paper is allowed

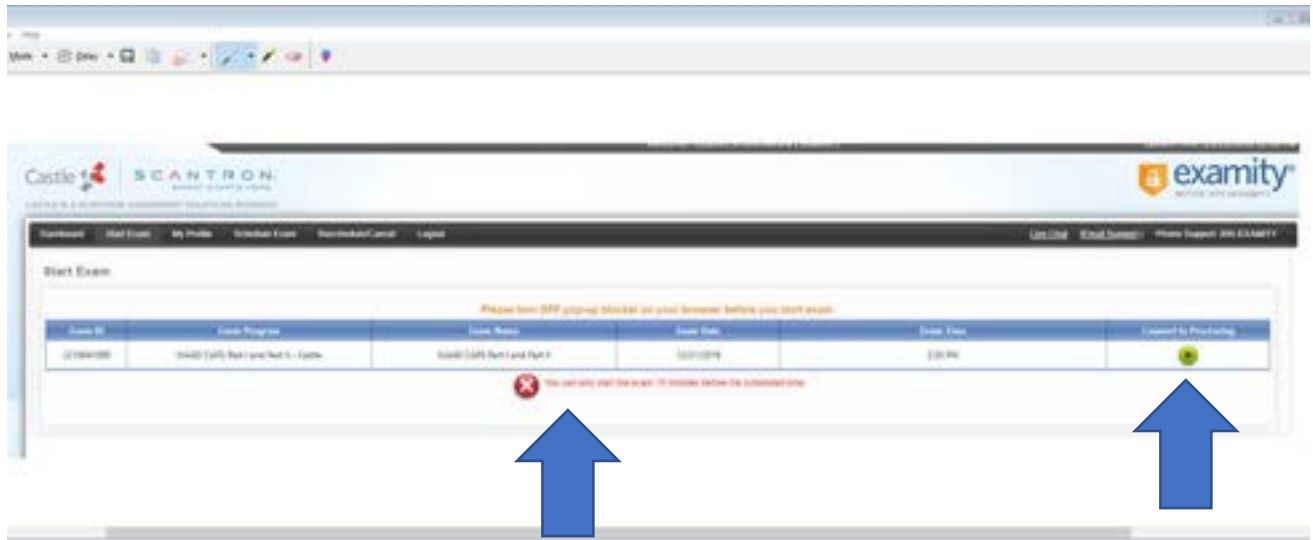
Bathroom breaks are allowed with the proctor's permission

Online Calculator is available

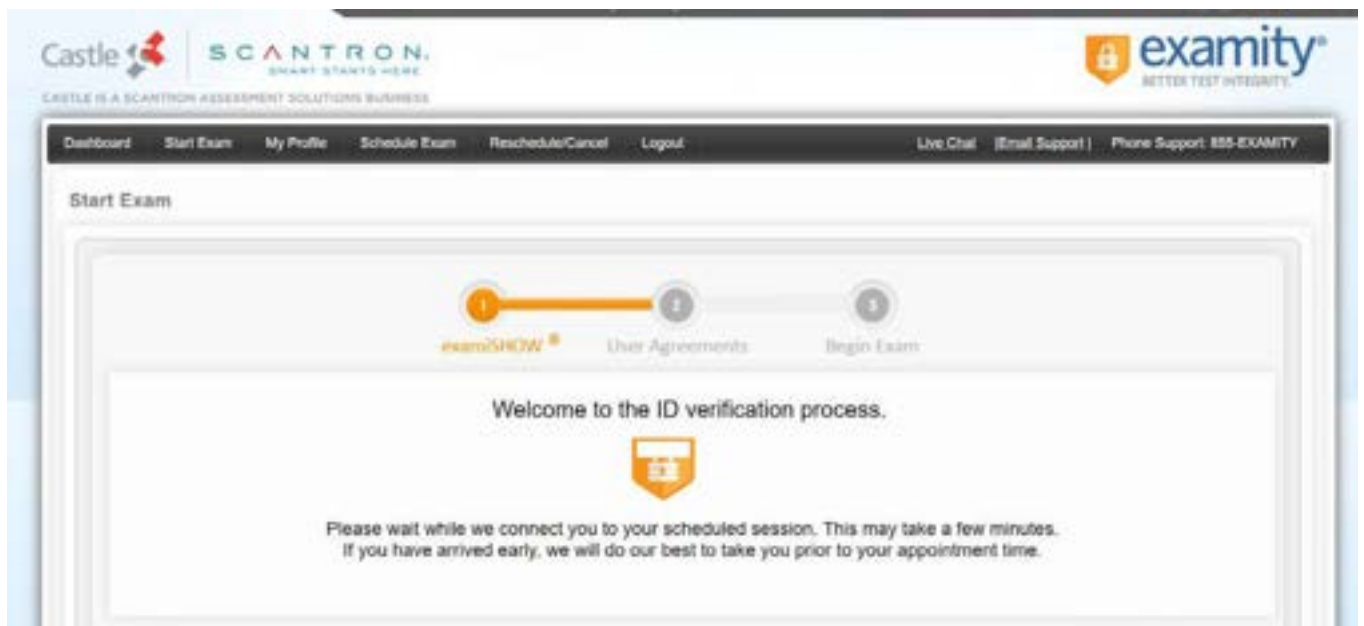
After you log in to <https://castleworldwide.com/registration>, you'll see the following screen. Click on "Begin scheduled exam."



Please log in 15 minutes before your scheduled exam start time and click on “Connect to Proctoring.” If you attempt to connect to proctoring earlier, you’ll see the following **error message**:



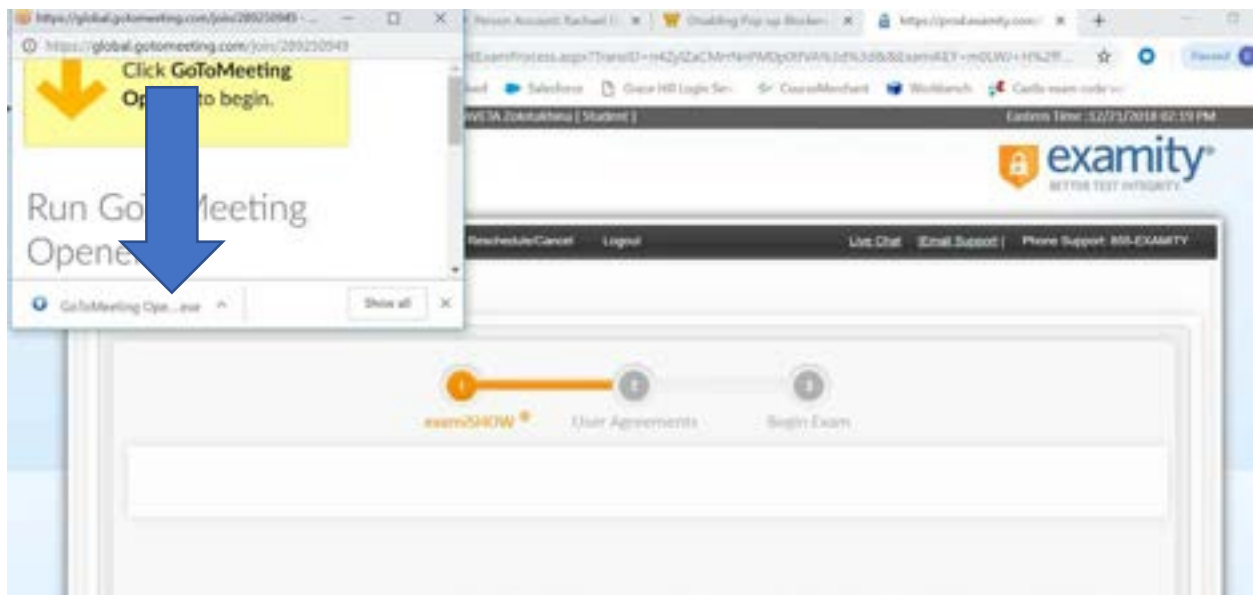
After clicking on “Connect to Proctoring”, you’ll see the following screen. Please be patient while the relevant data are collected.



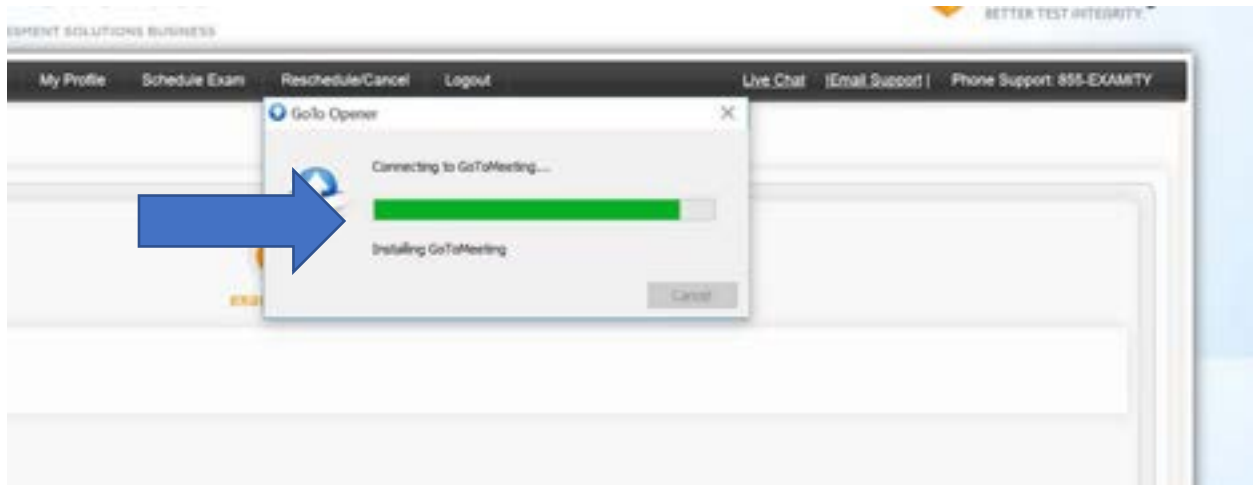
Once all the relevant information has been obtained by the system, you'll see the following screen. Please click "Proceed."



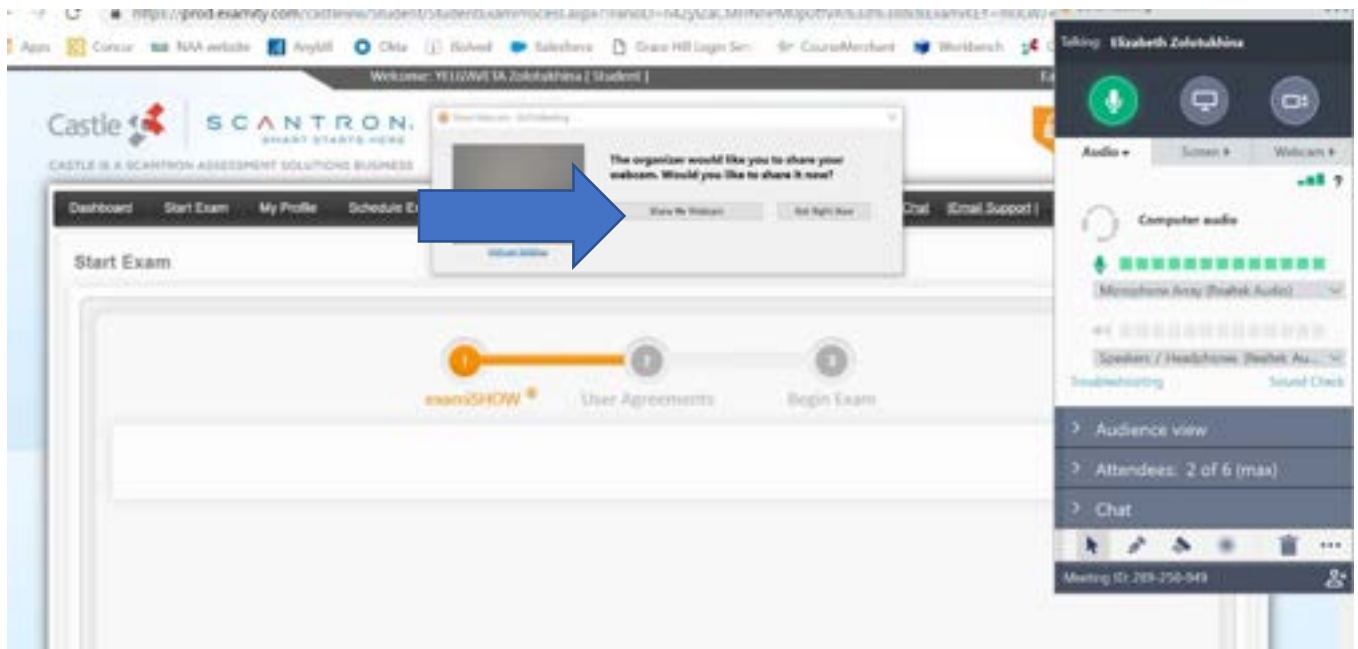
You will then be prompted to install "GoTo Meeting" onto your computer. Double click on the .exe file (thick blue arrow).



You will see the following progress bar as GoToMeeting installs. Please allow it to finish the installation process.



Once GoToMeeting is installed, you will see the following screen. Please share your webcam by clicking the “Share My Webcam” button.



You've been connected to the exam proctor via audio and webcam.



If either of these two buttons is not green, you cannot begin your exam. Please try to click on them to turn them green.

Once you've connected with the proctor, he or she will verify your ID and guide you through the remaining steps to begin your exam. Refer to Page 1 for exam-taking rules.

For technical problems related to the Castle Worldwide testing platform, please contact Castle Worldwide directly at (919) 572-6880 during their normal business hours, 8:30 AM – 5:30 PM ET, Monday through Friday.

Show Off Your Credentials



Claim your digital badge today!

NAAEI credentials show your commitment to professional development. Now you can share your credentials widely through social media, email, websites and your digital resume using digital badges.

1



After you complete a credential program or successfully renew your credential, NAAEI's partner will email you an invitation to claim your digital badge. The email will come from certs@naahq.org.

2



Employers and peers can verify or learn more about your credential by clicking on your badge.

3



Instructions for displaying and sharing your badges on LinkedIn, Facebook and other social media, as well as in email signatures and digital copies of resumes can be found at www.naahq.org/badge.

Earn. Claim. Share!

For more information, visit www.naahq.org/badge.





Maintain your AIME Membership and Next Steps

www.naahq.org/aime

Apartment Institute for Maintenance Excellence (AIME) Membership

As a member of AIME, you will be acknowledged as a leader in the field of Apartment Maintenance and can prove that you are tuned in to the most up to date information on industry regulations and other changing standards. You will also have the opportunity to take advantage of maintenance training designed specifically for CAMT certificate holders. Retaining your membership in the Apartment Institute for Maintenance Excellence (AIME) is both optional and simple.

AIME Membership Requirements

- AIME Annual Membership Dues – AIME membership dues are \$50 and are due by March 31 of each year.
- AIME Continuing Education Credit (CEC) Requirement – you must report three (3) continuing education credits from courses offered by NAAEI, NAA or your state or local apartment association. To view a list of all online CEC offerings, go to www.gowithvisto.org. Contact your local apartment association to learn about the CEC opportunities they provide.

Further Educational Opportunities

NAA offers two micro-credentials for individuals who have earned the CAMT certificate and would like to continue their education.

- The CAMT+L micro-credential is designed for those apartment maintenance technicians who are being promoted into a supervisory role as their technical proficiency increases.
- The CAMT+E micro-credential is designed for apartment maintenance technicians who are preparing to take on a larger role in improving and managing energy efficiency in the communities they serve.



LOOKING TO TAKE YOUR CREDENTIAL TO THE NEXT LEVEL?

Earn a Micro-Credential!

CAMT is a stackable credential, meaning you can earn a micro-credential that builds upon the original credential earned. The following courses can be taken to earn a micro-credential or as a stand-alone course.

CAMT+L Micro-Credential

The CAMT+L micro-credential is intended for those apartment maintenance technicians who are being promoted into a supervisory role as their technical proficiency increases. This course is designed to teach the soft skills associated with the managerial role. You will learn specific supervisory and leadership skills necessary for you to succeed in your job.

Among other things, you will learn how to effectively implement changes and to secure buy-in from your staff; how to work with staff and residents and resolve any conflicts; and how to properly identify and utilize all available resources. By taking the course and studying the recommended reading material, you will be prepared to take the CAMT+L micro-credential exam.

For more information, visit naahq.org/camt

CAMT + E Micro-Credential

The CAMT + E micro-credential is designed for apartment maintenance technicians who are preparing to take a bigger role in improving and managing energy efficiency in the communities they serve.

This micro-credential will enable you to identify energy efficiency opportunities; to advocate for and communicate effectively with stakeholders about energy efficiency measures; to install and/or monitor the quality of installation of energy efficiency measures; and to evaluate the effectiveness of energy efficiency performance and upgrades over time.

By taking this course and studying the recommended reading material, you will be prepared to sit for the CAMT + E micro-credential exam.

For more information, visit naahq.org/camte



Available online only

Price for CAMT+L Micro-Credential
(CAMT credential holders only): **\$269**

Price for Principles of Leadership
for Maintenance Course: **\$299**



Available online only

Price for CAMT + E Micro-Credential
(CAMT credential holders only): **\$219**

Price for Principles of Energy Efficiency
for Maintenance course: **\$249**