## Scheduling an NAAEI Exam at An Affiliate Testing Site

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

- Notice to Schedule NAAEI from <u>testing@castleworldwide.com</u> contains your username and password for logging into the scheduling site in case you need to cancel or reschedule your exam.
- NAAEI Scheduling Confirmation Notice (Admission Ticket) from <u>testing@castleworldwide.com</u>confirms your testing date and location and provides detailed testing instructions.
- 1. Obtain your credential exam eligibility code from affiliate staff or your course sponsor.
- Go to <u>https://www.castleworldwide.com/tds\_v5/asp/naaei\_scheduling.asp</u> 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:

NAA ID.	
Eligibility Code:	

Submit Reset Eligibility

- 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 demographic information. Review your demographic information and make any necessary corrections. It is very important that your email address is correct.

	NA	TIONAL APARTMENT ASSOCI	ATION		
	Wisterson to	ALL AT A ATT CAULA CALL			
	welcome to	the NAAEI Online Scho	eduling system:		
Title:(NR)	● Ms. ● Mrs. ● Mr. ● Dr.	Last	cam		
Title:(NR) First: Address:	© Ms. © Mrs. © Mr. © Dr. TEST STREET	Last:	CAM	-	
Title:(NR) First: Address: Address 2:	Ms. Mrs. Mr. Dr. TEST STREET STREET 2	Last:	CAM	-	
Title:(NR) First: Address: Address 2: City:	Ms. Mrs. Mr. Dr. TEST STREET STREET 2 CITY	Last: State/Province:	CAM North Carolina	-	
Title:(NR) First: Address: Address 2: City: Postal Code:	Ms. Mrs. Mr. Dr. TEST STREET STREET 2 CITY 27560	Last: State/Province: Country:	CAM North Carolina	T	•
Title:(NR) First: Address: Address 2: City: Postal Code: E-mail:	Ms. Mrs. Mr. Dr. TEST STREET STREET 2 CITY 27560 rshearin@castleworldwide.com	Last: State/Province: Country:	CAM North Carolina US	•	·

5. In the middle of the page, select the radio button "NAAEI Affiliated Associations Availability" to test at an affiliate location. Then, click "Submit Form."



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

(For Classroom St	www.castleworldwide.com says			se was offered.)
<u>Venue</u> APARTMENT AS APARTMENT AS	You have chosen to test at an NAAEI site changed after clicking the OK button. Cl your selection or click Cancel if you wou	e. This selectio ick OK if you a Id like to char	n cannot be are satisfied with nge your selectior	<u>Time</u> 2019 06:00 PM 2019 06:00 PM
APARTMENT AS APARTMENT AS FIRST COAST AF		0	K Cancel	2019 06:00 PM 2019 06:00 PM 2019 09:30 AM
FIRST COAST AP	ARTMENT ASSOCIATION	JACK	ILLE, FL UI	2019 09:30 AM
APARTMENT ASS	OCIATION OF KANSAS CITY	MI55	10	/10/2019 10:00 AM
APARTMENT ASS	OCIATION OF KANSAS CITY	MISS	LS 01	/11/2019 10:00 AM
APARTMENT ASS	OCIATION OF KANSAS CITY	MISS	LS 01	/11/2019 11:00 AM
APARTMENT ASS	OCIATION OF KANSAS CITY	MISS	LS 01	/11/2019 01:00 PM
APARTMENT ASS	SN OF GREATER NEW ORLEANS	MET/	LA 01	/18/2019 09:00 AM

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".





NATIONAL APARTMENT ASSOCIATION Education Institute	Amy Aller Candidate Id: 85791742
Your Unscheduled Exams	
xam Name	
Certificate for Apartment Maintenance Technicians (CAMT+E) Micro-Credential - (Remote roctoring)	Schedule
Certified Apartment Manager (CAM) (Remote Proctoring)	Schedule
Certified Apartment Manager (CAM) Student Housing Micro-Credential - (Remote Proctorin	ng) <u>Schedule</u>

9. Follow the exam scheduling instructions to choose the date and location of your test. Click Submit to confirm your selection.

Amy Allen



Exam Scheduling I	Instructions
Step 1 - Enter the Step 2 - Select the Step 3 - Click the Step 4 - Select ye	e date range that you'd like to search. te desired country and state(s) (US only) below if not already selected. "Get Locations" button. The page will reload. our site and date from the <b>"Testing Site and Date"</b> drop-down menus.
Dates betw	een: (mm/dd/yyyy) and (mm/dd/yyyy)
Country:	US T
State/Provi	nce 1: VA Get Locations
State/Provi	nce 2: Select a state/province 🔻
Testing Site and Date	
Address:	
Date/Time <sup>.*</sup>	Please select a location first Vour eligibility ends on 09/30/2019
<u>View Google Map</u> 따 Zip Code search 따	Please Note: These tools are informational only. Castle assumes no responsibility for any loss or delay resulting from such use.
Reasonable Accommo If you require reasonable Disability Act, EU Emplo Worldwide at (919) 572-	vations e administration conditions in accordance with appropriate legislative standards (e.g., Americans with syment Equality Directive, Law on the Rights of Persons with Disabilities), please contact Castle 6880.
Once you click s	submit, you will not be able to change your scheduled exam appointment without paying a cancellation/rescheduling fee.

10. A confirmation page will appear indicating that your reservation is complete. You will receive a confirmation email that includes the testing details.



Amy Allen Candidate Id: 857917421

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 Castle at 1-800-655-4845 or testing@castleworldwide.com.

Log in again

to view information about your registration request.

For technical problems related to the Castle Worldwide scheduling 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.