

### 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 [testing@castleworldwide.com](mailto:testing@castleworldwide.com) 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 [testing@castleworldwide.com](mailto:testing@castleworldwide.com) 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.
  2. Go to [https://www.castleworldwide.com/tds\\_v5/asp/naaei\\_scheduling.asp](https://www.castleworldwide.com/tds_v5/asp/naaei_scheduling.asp) 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:



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### NAAEI Online Scheduling System

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

→ **NAA ID:**

→ **Eligibility Code:**

→





- Choose the exam you want to schedule and click "Schedule".

Amy Allen  
Candidate Id: 857917421



### Your Unscheduled Exams

You have 3 unscheduled exam(s).

Exam Name	
Certificate for Apartment Maintenance Technicians (CAMT+E) Micro-Credential - (Remote Proctoring)	<a href="#">Schedule</a>
Certified Apartment Manager (CAM) (Remote Proctoring)	<a href="#">Schedule</a>
Certified Apartment Manager (CAM) Student Housing Micro-Credential - (Remote Proctoring)	<a href="#">Schedule</a>

[Contact Castle](#)

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

Amy Allen  
Candidate Id: 857917421

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.



### Certified Apartment Manager (CAM) - 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:  (mm/dd/yyyy) and  (mm/dd/yyyy)  
 Country:   
 State/Province 1:   
 State/Province 2:

[Get Locations](#)

**Testing Site and Date**

Location:\*   
 Address:  
 Date/Time:\*  Your eligibility ends on **09/30/2019**  
[View Google Map](#)   
[Zip Code search](#)

Please Note: These tools are informational only. Castle assumes no responsibility for any loss or delay resulting from such use.

**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 Castle Worldwide 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.



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](mailto:testing@castleworldwide.com).

[Log in again](#) to view information about your registration request.

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**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.**