

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.**

- **NAAEI Notice to Schedule** from candidatesupport@scantron.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 candidatesupport@scantron.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 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:**

→

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

(For Classroom St... se was offered.)

www.castleworldwide.com says

You have chosen to test at an NAAEI site. 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.

OK Cancel

Venue	Time
APARTMENT AS	2019 06:00 PM
FIRST COAST AP	2019 09:30 AM
FIRST COAST AP	2019 09:30 AM
APARTMENT ASSOCIATION OF KANSAS CITY	01/10/2019 10:00 AM
APARTMENT ASSOCIATION OF KANSAS CITY	01/11/2019 10:00 AM
APARTMENT ASSOCIATION OF KANSAS CITY	01/11/2019 11:00 AM
APARTMENT ASSOCIATION OF KANSAS CITY	01/11/2019 01:00 PM
APARTMENT ASSN OF GREATER NEW ORLEANS	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".

Shipping Tool

File Edit Tools Help

New Mode Delay

Elizabeth Zolotukhina
Candidate Id: 858251651

NAA
NATIONAL APARTMENT ASSOCIATION
Education Institute

deletion or any materials that may result from the review, whether or not such materials are test materials. By bringing any such device into the test site in violation of Castle policies, you expressly waive any confidentiality or other similar rights with respect to your device, Castle's review of the memory of your device, and/or the deletion of any materials. Castle, the exam site, and the test administration staff are not liable for lost or damaged items brought to the exam site. Any aids for candidates with an injury or disability (e.g., canes, crutches, slings, wheelchairs) may also be inspected.

IMPORTANT: The content, including each question, of this examination is the property of the test provider. The examination content is copyrighted and is strictly confidential information. You are strictly prohibited from retaining, copying, distributing, disclosing, discussing, possessing, or receiving any examination content, including even partial questions, by written, electronic, oral, or other form of communication. This includes, but is not limited to, emailing, copying, or printing of electronic files and reconstructing content through memorization and/or dictation before, during, or after the examination. Doing so may result in disciplinary action, assessment of monetary damages, and legal liability. By proceeding further with the examination process, you are acknowledging and agreeing that you understand these restrictions and the consequences if you break these restrictions.

If you have questions or concerns about security procedures at your test site, contact Castle immediately, before your exam date.

I attest

Continue

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

- 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)	Schedule
Certified Apartment Manager (CAM) (Remote Proctoring)	Schedule
Certified Apartment Manager (CAM) Student Housing Micro-Credential - (Remote Proctoring)	Schedule

[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.

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

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