Instruction Package

This package outlines the step-by-step process candidates must follow to register, pay, obtain approval, and access the test. Please read all instructions carefully before beginning.

Step 1: Create a PRD Account

1. Visit the PRD registration portal.
2. Select Sign Up / Create Account.
3. Complete all required fields including attaching the appropriate insurance information.
4. Submit your registration.

Important: Use an email address you check regularly, as all future communication will be sent there.

Step 2: Receive Welcome Email & Submit Application Fee

1. After creating your PRD account, you will receive a Welcome Email.
2. After receipt of the email you will need to ask for:
   o Your application form
   o A secure link to pay the $30 application fee
3. Complete the application form in full and submit by e-mail.
4. Submit payment using the link provided.
5. Await further instructions

Note: Your application will not be processed until payment is received.

Step 3: Proctor Sign-Off

1. Review the proctoring procedure form
2. The proctor will need to sign off as the proctor.
3. Submit the completed proctor form by e-mail.

Reminder: Incomplete or unsigned proctor forms may delay access. The form will be sent to you after your application has been approved.

Step 4: Receive Course/Test Access Code

1. Once all of the following are submitted and approved:
   - PRD account registration
   - Completed application
   - $30 application fee
   - Proctor sign-off
2. You will receive an email containing your unique access code.
3. Use this code to enroll in and begin the test.
4. You will have 90 minutes to complete the test.

Caution: Please be mindful that the test code will expire after 30 days and you will have to start the application process over again.

Need Help?

If you experience issues at any step, please contact Brandy at prd@ceca-acea.org with your full name and PRD account email.