EXAM REGISTRATION PROCESS
HOW DO I REGISTER FOR AN EXAM
ONCE THE STUDENT IS PASSED IN THE APPROVED COURSE AN EMAIL TO COMPLETE THE APPLICANT STATEMENT WILL BE SENT.
WHAT IF I DON’T RECEIVE A REGISTRATION EMAIL?

• In the event the student did not receive a course completion and registration email

• The student will need to access their profile in Continuum

• Once on their profile, the student will need to scroll down to “Castle Exams”

• Once at the “Castle Exams” section, the student may click on the “Register” button

• By clicking on the register button, the student will begin the registration process
# NO REGISTRATION EMAIL

## Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>Level</th>
<th>Result</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Emergency Medical Technician (109431)</td>
<td>09/06/2017</td>
<td>12/22/2017</td>
<td>Emergency Medical Technician</td>
<td>Passed</td>
<td>NC</td>
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</table>

## Exams

Nothing found to display.

## Castle Exams

Nothing found to display.
ALL STUDENTS MUST COMPLETE AN APPLICANT STATEMENT TO MOVE TO SCANTRON'S EXAM REGISTRATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Code:</td>
<td></td>
</tr>
<tr>
<td>LAST NAME:</td>
<td>USER</td>
</tr>
<tr>
<td>FIRST NAME:</td>
<td>TESTBANK</td>
</tr>
<tr>
<td>MIDDLE NAME:</td>
<td></td>
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<tr>
<td>P-NUMBER:</td>
<td>P003562</td>
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<tr>
<td>PHONE NUMBER:</td>
<td>5555555555</td>
</tr>
<tr>
<td>SOCIAL SECURITY NUMBER:</td>
<td>0001</td>
</tr>
</tbody>
</table>

1.* Have you, under this or any other name, EVER been arrested, charged, convicted of, pled guilty or no contest to, or received a deferred sentence for a misdemeanor or felony in this or any other state or nation, or while serving in the Armed Forces? If yes, list offenses, including year and verdict, below. Please list all aliases including maiden name used.

- [ ] Yes
- [ ] No

NOTE: Please be reminded that any citations, arrests, charges, or convictions dealing with misdemeanors or felonies that have been dismissed or are still in a pending status should be disclosed here.
Applicant statement must be completed prior to authorization is granted:

- All sections must be completed
- Must be electronically signed
APPLICANT STATEMENT COMPLETED

ONCE THE APPLICANT STATEMENT IS COMPLETED, CONTINUUM WILL DISPLAY A GREEN BANNER STATING, “AN EMAIL FROM SCANTRON WILL BE SENT TO YOU WITH STEPS TO COMPLETE REGISTRATION.”
APPLICANT STATEMENT COMPLETED

ONCE THE APPLICANT STATEMENT IS COMPLETED, CONTINUUM WILL REFLECT SCANTRON EXAM REGISTRATION

<table>
<thead>
<tr>
<th>Exams</th>
<th>Find an exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nothing found to display.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Castle Exams</th>
<th>Register</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Applicant Statement Status</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>Emergency Medical Technician</td>
</tr>
</tbody>
</table>
NOTICE TO SCHEDULE

- **ONCE APPLICANT STATEMENT IS SUBMITTED**
  - Scantron sends the candidate a notice to schedule
  - This email will come from scantron.com or candidatesupportservices@scantron.com
  - Usually received in 10-15 mins
    - If not received
      - Check Junk, Promotions, Spam, and Trash folders
      - Especially for Gmail and Yahoo

- **THE NOTICE TO SCHEDULE INCLUDES**
  - URL for scheduling system
  - Username and password for logging into the scheduling system
Notice to Schedule Examination

You are now ready to schedule your Emergency Medical Technician (EMT) examination. The scheduling website is listed below. Be sure to complete all the information required when scheduling. You will receive confirmation of your examination date and site by email.

If you have any questions regarding your registration, please contact Scanton at (919) 572-8880.

SCHEDULING WEBSITE

The exam registration fee is $68. The registration fee must be paid online by credit card or voucher while submitting your scheduling request.

You must schedule at least four (4) business days prior to the date you wish to test, unless you have been pre-approved for reasonable accommodations (please see section below).

IMPORTANT ADDITIONAL INFORMATION

Eligibility

Your eligibility is valid for a period of 90 days from the date your Notice to Schedule was initially sent. If you do not schedule your exam within your eligibility period, you will no longer be able to schedule your exam and you will need to contact North Carolina OEMS office for further information. Email reminders will be sent to eligible candidates who have not yet completed exam scheduling.

Testing centers are subject to change without notice, and testing centers maintain individual dates and times of operations. Testing appointments are made on a first come, first served basis.

Accordingly, you are encouraged to submit your application as soon as possible. However, testing centers may update their testing appointment offerings at any time. If new testing dates become available at your center of choice after you have scheduled your test, a rescheduling fee will apply to change your testing date and/or site. If you have any questions about testing center availability, please call Scanton at (919) 572-0880 prior to confirming an appointment.

Rescheduling

Please note that rescheduling refers to a process that occurs once you have scheduled a testing date and subsequently wish to change or amend the date, time or location of your scheduled exam. You may reschedule a testing appointment up to four (4) business days in advance of your testing appointment. Rescheduling requests are not accepted within four (4) business days of your scheduled testing appointment. To reschedule your exam, click on the rescheduling link above to log back into the scheduling system with the provided username and password. Once you have logged in, click on the link to reschedule. A $35 non-refundable fee will apply to all rescheduled exams; the fee must be paid online at the time of the request.

If you have been granted reasonable testing accommodations, you must submit your scheduling request at least seven (7) business days prior to the date you wish to test. This is to allow time to confirm your accommodations. Your scheduling request should not be considered final until you receive your official Scheduling Confirmation Notice. It may take a few days to confirm the accommodations with the test site. You will be contacted by Scanton via email within 3 business days after submitting your scheduling request, either with the Scheduling Confirmation Notice to confirm your requested appointment time or with other scheduling options.

Cancellation Policy

If you wish to cancel your appointment and terminate your eligibility, you must first cancel the testing session at least four (4) business days in advance of the testing appointment. Cancellation requests are not accepted within four (4) business days of your scheduled testing appointment. To cancel your exam, click on the scheduling link above to log back into the scheduling system with the username and password provided above. Once you have logged in, click on the link to cancel. A $35 fee will apply to all cancellations; the fee must be paid online at the time of the request.
EXAM SCHEDULING

- Once you are eligible for testing you will receive a notice to schedule testing by email. This will provide a unique username and password, as well as directions on how to schedule a testing session through Scantron online test scheduling system.

- Candidates can select a Castle test site by geographic location

- All domestic test sites available (not limited to North Carolina)
SELECTING A LOCATION

Next, the system will assist you in selecting an available testing session by test site location and test date. You will then pay the testing session fee of $68 via secure ecommerce (credit card).
YOU MUST SUBMIT YOUR TEST SCHEDULING REQUEST AT LEAST FOUR(4) DAYS PRIOR TO YOUR PREFERRED TEST DATE, AND YOUR TESTING SESSION MUST BE SCHEDULED WITHIN YOUR 90-DAY ELIGIBILITY PERIOD.
Upon submission and payment of the testing fee, Castle will send you an email confirmation notice which will include the test location, test date, and reporting time for your testing session, as well as a list of items that you should and should not bring to the testing center.

- You must print the confirmation notice and bring it to the testing center on your test date. With a current photo identification that includes your signature.
- For information regarding cancellation of exam, please see the companion document “NCOEMS Computer-based Test Administration”.

[Additional information included in the Confirmation email not shown here due to length]