

**Students will need their UC logins to access instruction links.*

Step 1: Create an account with CCE.

- Using [THESE INSTRUCTIONS](#), create an account with CCE.

Step 2: Complete the CPCE Application.

- Use the following instructions to complete the CPCE application through the CCE Gateway. If you receive testing accommodations, please use the second set of instructions.
 1. [CPCE Application Instructions](#)
 2. [CPCE Application Instructions \(with testing accommodations\)](#)

Step 3: Wait.

- Your application must first be approved by the university coordinator, and then your information will be transferred to PearsonVUE, the test vendor for the CPCE. PearsonVUE will send you an "Authorization to Test" email once this process has completed. Once received, continue to step 4.

Step 4: Schedule and Pay for the Test at UC Testing Services.

- As a UC student you have access to a discounted rate of \$120.
 1. Go to: <https://www2.registerblast.com/uc/Exam/List> and register/pay to take the CPCE at UC Testing Services. The system will allow you to register only within the proper testing windows.
 2. For exam groups during registration, choose "External Testing & Proctoring Services", then "CPCE"

Step 5: Appear for your CPCE test on your test date.

- Your test must be proctored in-person at our center on the UC's main campus, in French Hall West, Suite 1000. Our exact address is as follows:
 - [UC Testing Services](#)
 - [French Hall West Suite 1000](#)
 - [2815 Commons Way](#)
 - [Cincinnati, OH 45221](#)

- **Bring your CCE login credentials on test day. You will need them to login to the test.**