Praxis REGISTRATION PROCEDURE

If you are making an account for the first time, follow the steps below to register for your test. Please check that you know the full name of your exam when signing up.

**STEP 1.** Choose “Create Account” in the center of the page.
STEP 2. Fill in the Create Your Account pages, making sure to fill in any boxes with an *. Boxes with ** are “strongly recommended.” Make sure your information matches your primary ID exactly.

STEP 3. Confirm the information and click Continue.
STEP 4. Fill in the Create Your Account Part 2. Read the Acknowledgment, select the box that indicates that you understand the policy, and click Submit.

STEP 5. You should receive this screen when you have submitted the prior page. Click Continue to register for specific exams.
STEP 6. Clicking Continue will bring you to “My Praxis Home.” Select “Register for a Praxis test” from Registrations and Orders.

STEP 7. Read the “Before You Register for a Test” page, and the agreement below. Click “I Agree” to advance.
STEP 8. Fill in the background information. ** means the question is strongly recommended. Click Next when you are ready to advance.

Background Information

**Strongly recommended. This information will be reported on your score reports.

The following questions are optional and will not affect your score. Information regarding ethnicity will be excluded for states or institutions that receive electronic reporting. All questions other than those marked with an asterisk (*) are used for research purposes only and respondents will remain anonymous.

You can update these answers at any time, but information that appears on score reports must be updated at least one week prior to a score reporting date to appear on the report.

1. How do you describe yourself?:
   - Select -

2. What is your best language of communication?:
   - Select -

3. What languages do you speak at home?:
   - Select -

4. What is the highest education level you have attained?:
   - Select -

**5. How many years has it been since you attended college or graduate school?:
   - Select -

6. What is your cumulative undergraduate grade point average to date (based on a system where 4.0 = A):?
   - Select -

7. Are you or have you ever been enrolled in a teacher education program?:
   - Select -

8. Your teaching status is:
   - Select -

**9. Which language other than English do you consider yourself proficient? (select all that apply)
   - English only
   - Spanish
   - Chinese

10. Which of the following best describes your teacher preparation program?:
    - Select -

11. Do you intend to teach in the same state as the one in which you are currently taking the Praxis assessment?:
    - Select -

12. In which kind of geographic area do you think you are most likely to teach next year?:
    - Select -

13. Undergraduate major field:
    - Select -

14. Graduate major field:
    - Select -

15. Certification field 1:
    - Select -

16. Certification field 2:
    - Select -

STEP 9. Select the correct Certifying State or National Agency and State Agency on the left-hand side of the screen. Click Search to display options. On the right-hand side of the screen, click Test Requirements to see the list of exams you can take. Note: the displayed list is not a complete list.
STEP 10. Select “No” if you are not seeking licensure in Massachusetts. Check that the test(s) you have chosen are correct. You can remove any that you don’t need here or on a later screen. Click “Schedule Test(s)” to select the date(s) and time(s) you’d like to take your exam(s).
STEP 11. If you have selected more than one Praxis, it will highlight the one you are taking. If you are planning to test at the testing center, you can ignore the box to the left, which is for testing at home. In the center box, fill in a West Chester zipcode (19380, 19383) and click “Search.” The closest location will show up first. Click the circle in front of West Chester University and click “Continue.”

STEP 12. Select one of the available dates and times from the menus. Note: Praxis is available the first two weeks of every month, and the test is offered at 9:00 am. Click “Continue” to advance.
STEP 13. Confirm the test you plan to take. Click “Confirm and Continue” to advance.

STEP 14. Search for your “Attending Institution” by name or code on the left. Select the correct one from the pop-up below. Then, click “Continue” to advance.
STEP 15. If you want to send your scores to anyone other than your “Attending Institution,” select “Add a Score Recipient” and search with their name or code.

*If you receive the red notification that your institution does not accept scores for your test, stop registering and find the correct test. Resources to identify the correct test include the Office of Clinical Experiences and Candidate Services or the PA State Education Board. If you do not have any notifications, click “Continue” to advance.

STEP 16. You can choose to purchase test prep materials on the following page. Select which you would like and then click “Continue” to advance.
STEP 17. Review your order and make any necessary changes. Clicking “Continue” will take you to the Payment Tab.

Review Your Order

This page is not your Admission Ticket. You will receive a link to print your ticket after completing your order.

- Check your contact information: Please review your contact information to ensure it is accurate. You can make changes to your profile after completing your registration, up to 15 business days after you take the test.
- Check your test information: If you change your test center or date after you submit your order, you will be charged an additional fee of $10. See Cancel/Change Policies.
- Change your score recipients: You may change or add any free score recipients up to three days before your test date, not including the day of your test. After that, you cannot change your free score recipients. You will be able to order additional score recipients for a fee for future scheduled test dates or previously reported score reports after you submit your order.
- Cancellations and refunds: After you submit your order, if you cancel a test registration no later than three full days before your test date, you will receive a partial refund. After that, you will not receive any refund. See Refund Notice.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Date of Birth</th>
<th>Candidate ID Number</th>
<th>Email Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samantha Weiss</td>
<td>424 Cloud Place</td>
<td>August 14, 1994</td>
<td>12105640</td>
<td><a href="mailto:sw957529@wcu.edu">sw957529@wcu.edu</a></td>
<td></td>
</tr>
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</table>

Monday, October 3, 2022

### Test Information

<table>
<thead>
<tr>
<th>Detail</th>
<th>Code</th>
<th>Additional Information</th>
<th>Action</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts: Content and Analysis</td>
<td>9039</td>
<td></td>
<td>Remove</td>
<td>$150.00</td>
</tr>
<tr>
<td>Test Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Chester University</td>
<td></td>
<td>12AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 129, Room 129</td>
<td></td>
<td>12PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text Date and Reporting Time</td>
<td></td>
<td>Monday, October 3, 2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attending Institution</td>
<td></td>
<td>WEST CHESTER Univ of PA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score Recipients</td>
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<td>You do not have any automatic Score Recipients for this order</td>
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<td></td>
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### Test Preparation

<table>
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<th>Action</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>English Language Arts: Content Knowledge (5036)</td>
<td>1</td>
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<td>$50.00</td>
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<tr>
<td>English to Speakers of Other Languages (5426)</td>
<td>1</td>
<td>Remove</td>
<td>$50.00</td>
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</table>

### Order Total

<table>
<thead>
<tr>
<th>Type</th>
<th>Item</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Test Registration</td>
<td>Test Date October 3, 2022</td>
<td>$150.00</td>
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<tr>
<td></td>
<td>Annual Registration Fees</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td>Additional Fees</td>
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<tr>
<td></td>
<td>Tax</td>
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</tr>
<tr>
<td></td>
<td>Test Registration Subtotal</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
STEP 18. Choose whether you will pay with a Credit/Debit Card/Paypal/E-check or a voucher. Read the policies, select “I understand,” and click “Checkout” to pay. Note: you have 30 minutes to complete your order from this screen.

<table>
<thead>
<tr>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning: You have 30 minutes to complete paying for your order. Closing your browser's BACK button on this screen will cause issues with your order. If you are not ready to proceed to checkout, you may click the Review Your Order button on the bottom left of the screen OR go to MY PRAXIS HOME and begin your order again.</td>
</tr>
</tbody>
</table>

Total for Order: $154.00

Select Payment Method

- Credit/Debit Card or Paypal, or E-Check
- Voucher What is a voucher?

Policies

\[\text{WARNING: You have 30 minutes to complete paying for your order.}\\
\text{Warning: Closing your browser's BACK button on this screen will cause issues with your order. If you are not ready to proceed to checkout, you may click the Review Your Order button on the bottom left of the screen OR go to MY PRAXIS HOME and begin your order again.}\\\]

By checking the box below, you acknowledge that you understand and agree to all conditions concerning test administration, fee payment, and score reporting in the PRAXIS® Series Information Bulletin, including policies related to payments, cancellations, and refunds.

- PRAXIS TEST REGISTRATION
- CHANGING YOUR TEST CENTER OR TEST DATE: If you change your test center or test date after you submit your order, you will be charged an additional fee of $15. Note: You must make changes no later than three full days prior to your appointment. Not including the day of your test or your fees will be forfeited.
- CHANGING YOUR SCORE RECIPIENT(S): You may change or add any five score recipients up to three days before your test date, not including the day of your test. After that, you cannot change your five score recipients. You will be able to order additional score recipients for a fee for future scheduled test dates or previously reported score reports after you submit your order. Once an order is placed it cannot be canceled, changed, or refunded.
- CANCELING YOUR REGISTRATION: After you submit your order, if you cancel your test no later than three full days prior to your appointment (not including the day of your test), you may be eligible to receive a refund of 50% of your test fees. Service fees are not refundable. If your cancellation request is received after the deadline, your fees will be forfeited.

I understand and agree to the policies above.
STEP 19. Select your payment method from the two options and the billing information screen will appear below.

STEP 20. Fill out the appropriate information and click “Process Payment.” The final screen will show your confirmation and registration ticket.