PECT 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. To search for testing availability, see pages 11-12 for instructions.

STEP 1. Follow the link to the PECT Registration website.

STEP 2. Choose “Create an account now” on the bottom, left-hand corner of the page.

STEP 3. Fill in the Account Information and select next. Note: You must fill in every box.
STEP 4. Fill in the Personal Information carefully, making sure to match your ID exactly.

STEP 5. Review New Account, select the box underneath acknowledging that all info is correct, and click submit.
STEP 6. Fill in Required Candidate Information. Questions about the use of the social security number can be answered by clicking on the blue “Why is my SS number required?” link.

STEP 7. Review Required Candidate Information, select the box underneath acknowledging that all info is correct, and click submit.

Before moving on, make sure you know which test you need to take.
STEP 8. Under the Tests menu, select the test you are taking and read the provided information before proceeding. You can check available days, times, and seats from this page. Click “Register Now” at bottom left of page.
STEP 9. Select the box confirming you are the person taking the PECT, then hit Next.

STEP 10. Select the test you will take from the dropdown menu. Hit Add on the right-hand side of the menu and then hit Next to advance to the next screen. Note: if you don’t select Add, you will get a pop-up reminder that you must do this before advancing.

STEP 11. Choose “Computer-Based Testing” and then, hit Next.
STEP 12. If you have a documented disability and qualify for accommodations under the ADA, please select “Yes, I plan to make alternative testing arrangements.” If you do not have a documented disability, please select “No, I do not plan to make alternative testing arrangements.” Click Next to move forward.

STEP 13. Read the “Before Scheduling Your Test” screen and click Next to move forward.

STEP 14. Fill out Score Reporting Options screen. Note: all boxes must be filled in or it will not allow you to advance to the next screen.
STEP 15. Choose your ethnicity from the drop-down menu. Add will appear to the right of your selection. Click Add, then click Next.

STEP 16. Choose your highest level of education from the drop-down menu. Add will appear to the right of your selection. Click Add, then click Next.

STEP 17. Choose the option that best describes your educator preparation status from the drop-down menu. Add will appear to the right of your selection. Click Add, then click Next.
STEP 18. Choose the certification that you are seeking from the drop-down menu. Click Add, then click Next.

STEP 19. Review all of the information you submitted, checking for accuracy and make any changes, as needed. Select “Add to Cart” to advance to the payment screen.

STEP 20. Choose “Check-Out” to advance to the new screen.
STEP 21. Read the Rules Agreement, click the box to “Acknowledge” the rules, and click Next to advance.

STEP 22. Fill in your billing information and click Next to advance.
STEP 23. Read the Withdrawal/Refund policy click the box to “Acknowledgment” the rules, and click Next to advance. A payment screen will appear below. Fill out with credit/debit card information and select Pay when filled in.
To find Your exam, select the Tests tab and follow the steps below.

**Step 1.** Select the PECT from the menu.

**Step 2.** Select the PECT test you are planning to take/think you need to take. The full menu includes all the available exams.

**Step 3.** Check the language and click Next to advance.
Step 4. To find a testing location, fill in the location on the search bar and select search. If you want to find a location close to your address, use “Current Location.” Click search to display results.

Step 5. Your testing options will appear for you to search through. Note: you cannot select a test day or time from this screen. It is just to view your options.