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 scores. Information regarding ethnicity will be included for states or institutions that receive electronic reporting. All personally identifiable information provided is maintained in strict confidence. **Strongly recommended** information is optional and respondents will remain anonymous.

You can update these answers 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 did you first learn as a child?:
   - 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 = A?:
   - Select

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

8. Your teaching status is:
   - Select

9. For which language other than English do you consider yourself proficient (select all that apply):
   - Spanish
   - Other
   - 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 land 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.*

<table>
<thead>
<tr>
<th>Recipient Type</th>
<th>Score Recipient</th>
<th>Code</th>
<th>Additional Information</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Score Recipients (Up to 4)</td>
<td>WEST CHESTER UNIV OF PA 302 REHENATION HALL WEST CHESTER, PA 19383</td>
<td>2559</td>
<td>Recipient does not currently accept scores for 5059. What should I do?</td>
<td>Remove</td>
</tr>
</tbody>
</table>

**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.

<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>360-Court Place</td>
<td>August 14, 1996</td>
<td>12052403</td>
<td><a href="mailto:samweiss20@wisc.edu">samweiss20@wisc.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>West Chester, PA 19380 USA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Information</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>5059</td>
<td>Remove</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Test Center</td>
<td>West Chester University 25 W. Rosedale Avenue Room 120, BC Library</td>
<td>271-14888A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Date and Reporting Time</td>
<td>Monday, October 3, 2022</td>
<td>09:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score Recipients</td>
<td>You do not have any Automatic Score Recipients for this order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Surcharge</td>
<td>$0.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Tax</td>
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<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>$150.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Total</th>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Registration</td>
<td>Test Date October 3, 2022</td>
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<tr>
<td></td>
<td>Annual Registration Fees</td>
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<td>Additional Fees</td>
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<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Total 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.
STEP 19. Select your payment method from the two options and the billing information screen will appear below.

Select a payment method.

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

Select a payment method.