Requesting to Schedule an NAAEI Credential Exam
via Live Remote Proctoring (LRP)

Students who have completed the requirements for earning a credential should follow the instructions below to request to schedule an NAAEI credential exam in PACE.

During this process, you will receive the following two automatically generated emails. You will need the information in these emails to schedule and take your exam, so please **retain these two emails until after you have completed the exam.**

- **Notice to Schedule NAAEI Exam** from candidatesupport@meazurelearning.com
- **NAAEI SCHEDULING CONFIRMATION NOTICE (Admission Ticket)** from candidatesupport@meazurelearning.com

1. Log in at https://my.naahq.org

welcome

Please log in or create an account to continue.

Login Changes – Email Required

The National Apartment Association has upgraded its security and is changing the method for logging into its systems. The systems now use your email address as your username.

- If you know the email address on your account, please use the **Forgot My Password** link to change your password and login.

- If you don't know your email address or don't have one on your account, please use the **Find My Account** link below.
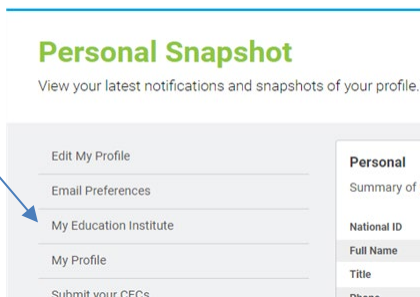
Log In

Email

Password

Log In

Forgot My Password
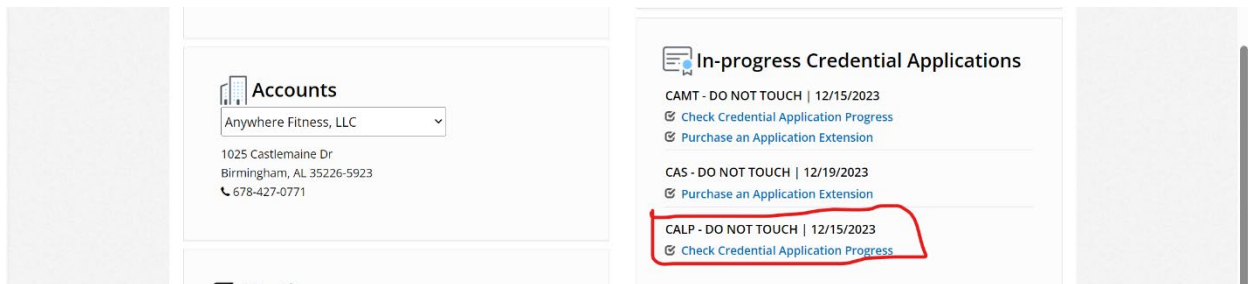
Find My Account

Create an Account

2. Click on "My Education Institute." This will land you on the PACE portal.

3. Click on the "Home" tab.

4. Scroll down to the "In-Progress Credential Applications" section, and find the application associated with the exam you'd like to schedule. Click on the "Check Credential Application Progress" button.

5. Verify that the status of all Application Requirements is Complete. Click on "Successfully complete exam." Note that if one or more of the application requirements is not complete, the exam link will not be live.

6. Click on "Request to Schedule Exam."

7. First select your test format. ~~If your education provider is offering an in-person exam, select "Education Provider Site." Otherwise~~ select "Testing Center or Remote Proctoring." Once you log into the scheduling site, you will be able to choose whether to test either virtually via live remote proctoring (LRP), or in person at a Meazure Learning testing center.

8. The second question asks whether you require exam accommodations. Select Yes if you would like to submit an accommodation request. Your request must be accompanied by documentation from a licensed professional.

NAA
NATIONAL APARTMENT ASSOCIATION
Education Institute

🏠 Home   📅 Events   🔍 Directory

Exam Scheduling

Please select the format for completing your exam. You may test in person at your education provider's site (if available), via a live remote proctor, or in person at a testing center.

If you would like to request an accommodation for your exam, please indicate Yes. You will be asked to provide documentation supporting your request from a licensed professional.

Test Format

CALP Initial (Education Provider Site) ⌄

CALP Initial (Education Provider Site)
CALP Initial (Testing Center or Remote Proctoring)

◯ Yes
◯ No

[Back] [Continue]

Do you request accomodations?

◯ Yes

◯ No

[Back]   [Continue]

Answer both questions, then click Continue.

9. A Notice to Schedule email will be sent to you from Meazure Learning. This email will contain a link to the exam scheduling site along with your login credentials. Retain this email until you have passed your exam.

10. Locate the Notice to Schedule email and begin the scheduling process. The Notice to Schedule email contains the link to the scheduling site and your login credentials to access the site.

11. Complete all the required fields. When finished, click Continue.

12. Review the attestations page, scroll to the bottom of the page, check the box "I attest", then click Continue.

13. You will see a list of your unscheduled exams. Find the one you'd like to schedule and click on Schedule.

14. On the next screen, click on Schedule Live Remote Proctoring Exam.

15. At this point you can choose if you prefer to test at a Meazure Learning testing center or via Live Remote Proctoring (LRP). If you wish to test at a Meazure Learning testing center, clicking that option will redirect you to Meazure Learning's scheduling portal so that you can choose a date/time/location. If you prefer to test via Live Remote Proctoring, make this selection now.
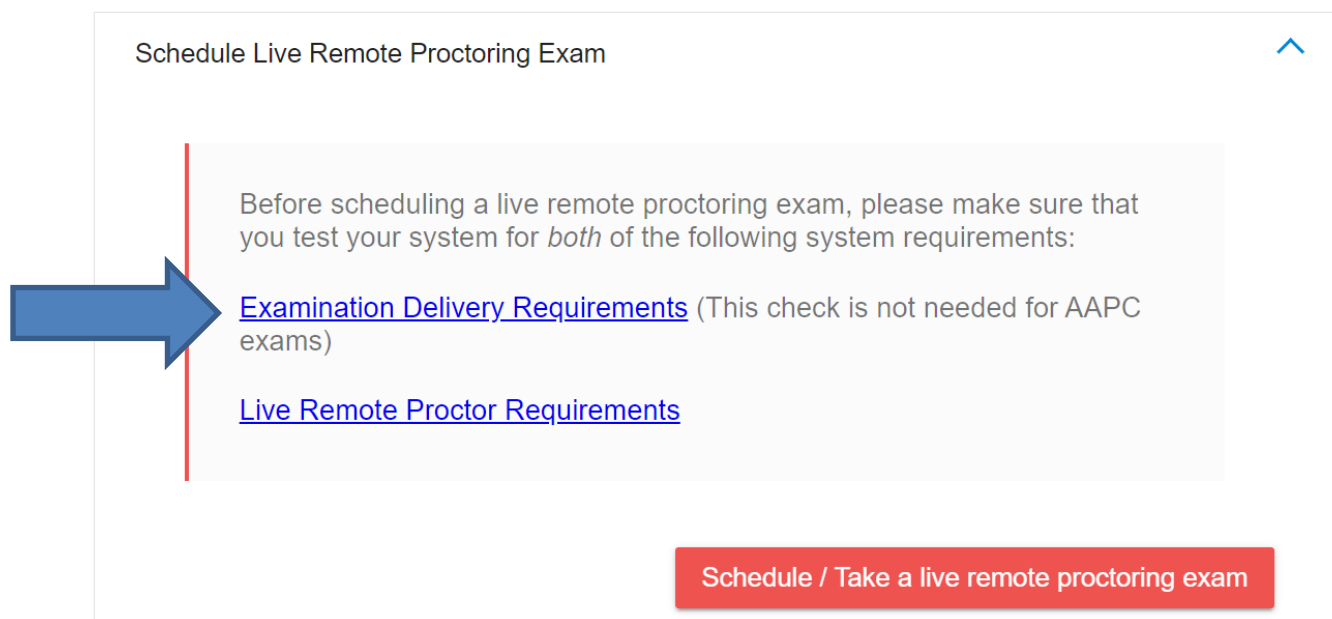
16. You will see the screen displayed below. If you are testing via LRP, you can now test your computer to be sure its specifications will allow for the LRP option.

When you click on "Examination Delivery Requirements", it will initiate the process of verification that the computer you are using is suitable for the testing purposes.

However, if you are scheduling your exam on a computer DIFFERENT from the one you will be testing on, you may bypass this process for now, and continue straight to the scheduling process. You will be given another opportunity to verify your computer's suitability immediately prior to the exam.

To avoid any delays in your testing, we strongly recommend that you schedule your test using the same computer which will be used for testing.

You have a choice between a live remote proctoring exam and an exam administered at a testing center.

Schedule Live Remote Proctoring Exam

Before scheduling a live remote proctoring exam, please make sure that you test your system for *both* of the following system requirements:

Examination Delivery Requirements (This check is not needed for AAPC exams)

Live Remote Proctor Requirements

Schedule / Take a live remote proctoring exam

17. A new tab will open in your browser. Click on "Click here to test now."
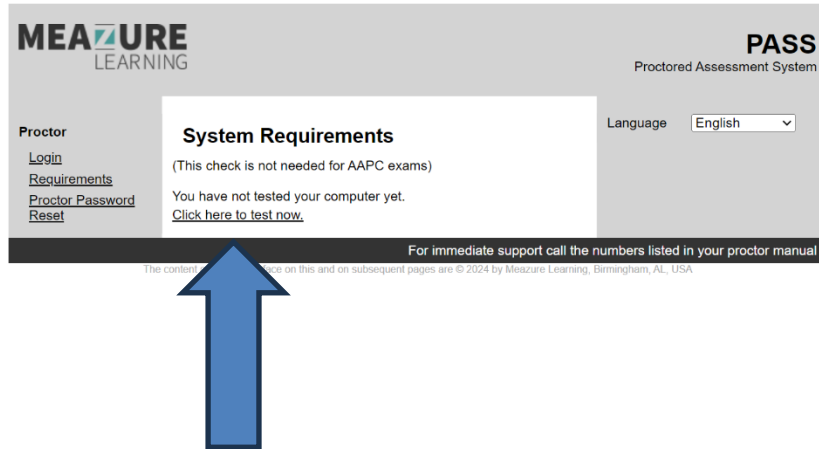
18. You will see the following screen. Scroll down to make sure that all components have status "*Passed*" indicated.
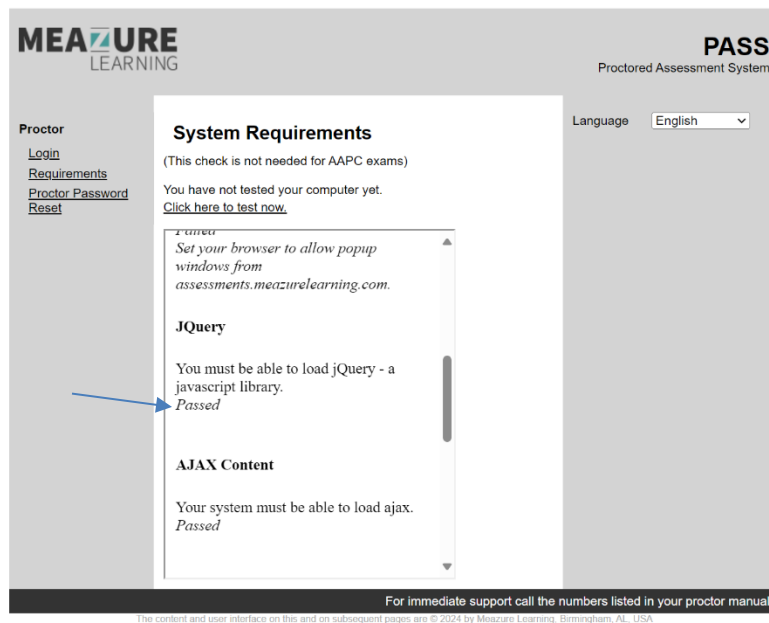
19. If all components feature a "*Passed*" status, close the "PASS" browser tab (thick blue arrow). You will return to the "Meazure Learning Registration" tab (thin blue arrow).
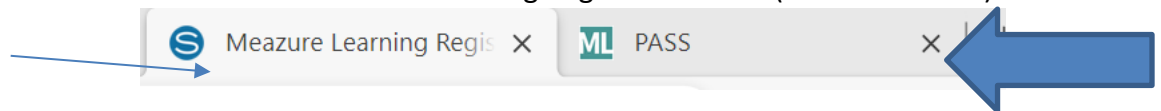
20. In the "Meazure Learning Registration" tab, now click on "Live Remote Proctor Requirements."

Schedule Live Remote Proctoring Exam ⌃

Before scheduling a live remote proctoring exam, please make sure that you test your system for *both* of the following system requirements:

Examination Delivery Requirements (This check is not needed for AAPC exams)

Live Remote Proctor Requirements

Schedule / Take a live remote proctoring exam

A new tab will open, and you will see different items that you may bring into your testing session.

MEAZURE LEARNING
proctorU   Contact Support Team

ProctorU > Test-Taker > Test It Out Articles   🔍 Search

Test It Out Articles   Follow

This section is for test-takers using the test it out page within their ProctorU account.

What is allowed in the exam room for my in person proctored session?

CPU/RAM

Bandwidth

Operating Systems

Supported Browsers

Internet Quality

Microphone

Webcam

If any aspect of your computer is found to be unacceptable for testing, you will need to find another workstation or computer for the testing purposes.

21. After you have tested both system requirements, you can now click on the red button "Schedule/Take Exam."

You have a choice between a live remote proctoring exam and an exam administered at a testing center.

Schedule Live Remote Proctoring Exam   ⌃

Before scheduling a live remote proctoring exam, please make sure that you test your system for *both* of the following system requirements:

Examination Delivery Requirements (This check is not needed for AAPC exams)

Live Remote Proctor Requirements

Schedule / Take a live remote proctoring exam

22. You will see the following screen. Answer the question. Then, click Submit.

Please answer the following question to continue.

Are you an EU citizen and/or a current EU resident?

○ Yes ○ No

Submit

23. Check the textbox and click Accept Terms.

Please accept the Terms of Service before continuing.   ×

Terms & Conditions

Terms & Conditions

These Terms of Service ("Terms") govern your access to and use of ProctorU Inc.'s ("ProctorU", "We", or "Our") website(s), browser extensions, platforms, applications, and other services (collectively, our "Services"). These Terms also apply to any information, text, audio, video, images, graphics, code, extensions, or other materials created uploaded, downloaded, transferred or otherwise appearing on or connected with the Services when you interact with ProctorU, including recordings of any test sessions (collectively referred to as "Content").

1. Using ProctorU's Services

☐ By checking this box, you agree to ProctorU's Terms of Service and Privacy Policy

Accept Terms

24. Here you can test your computer again. You can also schedule your LRP exam. Click accordingly.

My Sessions   My Orders   Support   Balance: $0.00   My Cart 0

? Have Questions?		**💻 Test Your Equipment**

Scheduled Appointments

Active Exams	Testing Center Information	Date & Time	Status	Actions
Certified Apartment Supplier (CAS) - (Meazure Learning Site or LRP) PASS - NAAEI: National Apartment Association Education Institute	Online		Pending	Check your exam rules Schedule

25. Pick the date and time of your exam. Please choose carefully and note the AM/PM toggle. When finished, click Submit.

26. When you've found your exam time, click Schedule.

27. Your exam is now scheduled. You will see the message below.

Reservation complete.						✕

Your order was successful!   Print Receipt   My Sessions

Session	Institution	Date & Time	Type	?	Price
Certified Apartment Supplier (CAS) - (Meazure Learning Site or LRP)	PASS - NAAEI: National Apartment Association Education Institute	12/07/2022 3:10PM CET	Live+		$0.00
Total					**$0.00**

Payment Information

Payment Method
Credit on Account

Reschedule	My Sessions

28. Following the scheduling, you should receive an email with the subject line NAAEI SCHEDULING CONFIRMATION NOTICE (Admission Ticket) from candidatesupport@meazurelearning.com . This email **contains your exam appointment ID and the link to begin your exam.** Please be sure to have this email readily available right before your test. Refer to this email and the instructions for taking your LRP exam when you are ready to do so.

For technical support with the Meazure Learning platform, please contact Meazure Learning's **Candidate Services team at** candidatesupport@meazurelearning.com **or by phone at 919-572-6880, available M-F 8:30 am-5:30 pm and Saturday 8:30 am-4:00 pm Eastern Time.**