

# 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.

The screenshot shows the Pennsylvania Educator Certification Tests website. At the top, there is a navigation bar with links for Home, Tests, Prepare, Register, Scores, Policies, Faculty Resources, and Find Info. A COVID-19 update box is prominently displayed, detailing mask policies for test centers. Below the update, the Sign In section is visible, featuring input fields for Email Address and Password, and a Sign In button. A link for 'Create an account now' is located at the bottom left of the page.

**STEP 3.** Fill in the Account Information and select next. Note: You must fill in every box.

The screenshot shows the Pennsylvania Educator Certification Tests website at the Account Information step. The page contains several form fields: Email Address, Confirm Email, Password, Confirm Password, Security Question, and Security Answer. A Next button is located at the bottom left of the form. The page also includes a copyright notice at the bottom: Copyright © 2022 Pearson Education, Inc. or its affiliate(s). All rights reserved. Pearson, 300 Venture Way, Hadley, MA 01035.

## STEP 4. Fill in the Personal Information carefully, making sure to match your ID exactly.

The screenshot shows the 'Personal Information' registration page for Pennsylvania Educator Certification Tests. The page is titled 'Personal Information' and includes instructions: 'Please provide the following information to create your account. Enter your full legal name exactly as it appears on your government-issued identification.' The form fields include: First Name, Middle Initial, Last Name, Mailing Address, Address Line Two, City, State/Province/Region, Zip/Postal Code, Country (set to United States), Daytime Phone, and Evening Phone. A 'Previous' button is visible, and a 'Next' button is partially visible. On the right side, a sidebar shows 'Step 2 of 3' with a list: 1. Account Information, 2. Personal Information (highlighted), and 3. Review New Account. The footer contains copyright information for Pearson Education, Inc. © 2022.

## STEP 5. Review New Account, select the box underneath acknowledging that all info is correct, and click submit.

The screenshot shows the 'Review New Account' page for Pennsylvania Educator Certification Tests. The page is titled 'Review New Account' and includes instructions: 'Please review your personal information.' The form fields are the same as in Step 4, but they are redacted with a black box. A yellow warning box contains the following text: 'Please confirm that the information you have entered is correct. Warning - An incorrect name could result in: an incomplete score report that does not reflect your scores for all of the tests you have taken; incomplete information or no information being transmitted to your district and/or your college/university; your not being able to access your registration information or scores online. Failure to provide this information correctly may also delay or jeopardize the issuance of a credential to you.' Below the warning box, there is a checkbox labeled 'I have reviewed the personal information above and it is correct.' which is checked. There are 'Previous' and 'Submit' buttons. On the right side, a sidebar shows 'Step 3 of 3' with a list: 1. Account Information, 2. Personal Information, and 3. Review New Account (highlighted). The footer contains copyright information for Pearson Education, Inc. © 2022.

**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.**

The screenshot shows the 'Required Candidate Information' page. At the top, there is a navigation bar with 'Home', 'Tests', 'Prepare', 'Register', 'Scores', 'Policies', 'Faculty Resources', and 'Find Info'. The main content area has a heading 'Required Candidate Information' and a warning box stating: 'The following information is required to register to test and to access test results.' Below this, there are input fields for 'Social Security Number' (with a placeholder 'Enter 9 digits of social security number') and 'Confirm Social Security Number' (with a placeholder 'Confirm 9 digits of social security number'). A link 'Why is my SSN required?' is present, with a note: 'If you live in Canada and have a social insurance number but not a U.S. social security number, enter your social insurance number.' There are also dropdown menus for 'Date of Birth' (Month, Day, Year) and radio buttons for 'Gender' (Decline to state, Female, Male). A 'Next' button is at the bottom right. The footer includes 'Copyright © 2022 Pearson Education, Inc. or its affiliate(s). All rights reserved. Pearson, 300 Venture Way, Haddley, MA 01835'.

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

The screenshot shows the 'Review Required Candidate Information' page. The navigation bar is the same as in Step 6. The main content area has a heading 'Review Required Candidate Information' and a sub-heading 'Please review the information provided:'. Below this, there are labels for 'Social Security Number:', 'Date of Birth:', and 'Gender:', each followed by a blacked-out area representing the user's input. A warning box states: 'You must verify that your Social Security number and date of birth in your account are correct. Incorrect information could result in:'. Below the warning box, there is a checked checkbox: 'I have reviewed the personal information above and it is correct.' At the bottom, there are 'Previous' and 'Submit' buttons. The footer is the same as in Step 6.

**Before moving on, make sure you know which test you need to take.**

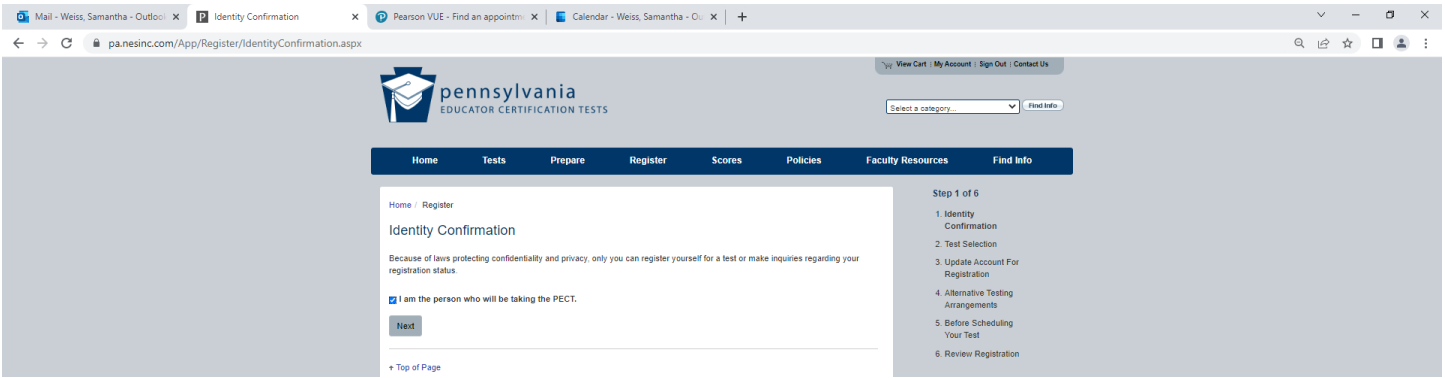
**STEP 8. Under the Tests menu, select the test you are taking and read the provided information before proceeding. You can check available days, times, and seats from this page. Click “Register Now” at bottom left of page.**

The screenshot displays the Pennsylvania Educator Certification Tests website for the PreK-4 assessment. The page layout includes a top navigation bar with links for Home, Tests, Prepare, Register, Scores, Policies, Faculty Resources, and Find Info. A search bar is located in the top right corner. The main content area is titled 'PreK-4' and contains the following sections:

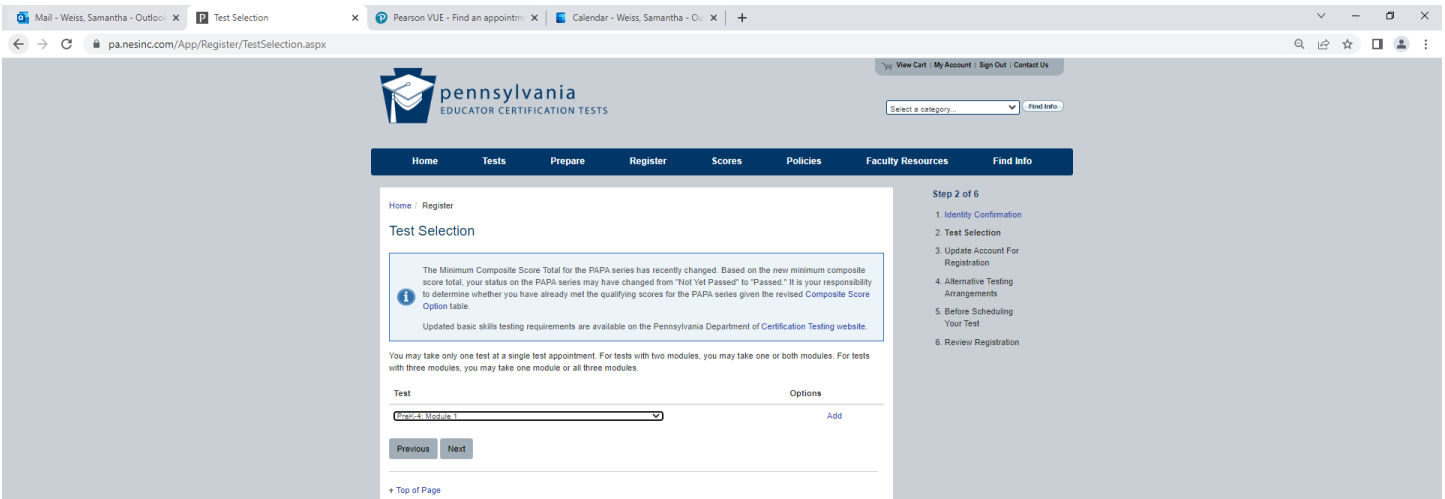
- Information:** Online proctoring is available for this test. You may test remotely, including from home. A link is provided to read more about online proctoring, including important policies and requirements.
- Format:** Computer-based test (CBT) and online-proctored test. Selected-response items.
  - Module 1: 36 selected-response items
  - Module 2: 45 selected-response items
  - Module 3: 45 selected-response items
- Time:**
  - Computer-Based Testing:**
    - Tutorial and nondisclosure agreement: 15 minutes
    - Module 1: 45 minutes testing time
    - Module 2: 75 minutes testing time
    - Module 3: 90 minutes testing time
  - Online Proctoring:**
    - Tutorial and nondisclosure agreement: 15 minutes
    - Module 1: 45 minutes testing time
    - Module 2: 75 minutes testing time
    - Module 3: 90 minutes testing time
- Breaks:**
  - Computer-Based Testing:** At a testing center you may take restroom breaks while testing; time taken for breaks is considered part of the available testing time. Additionally, there is a 15-minute break between each module if taking all three modules combined.
  - Online Proctoring:** Single module only. No breaks allowed. All three modules combined: 15-minute break between each module, no other breaks allowed.
- Test Dates:**
  - Computer-Based Testing:** By appointment, year round. Test appointments are available on a first-come, first-served basis. Check real-time seat availability.
  - Online Proctoring:** By appointment with an online proctor during one-week testing windows each month.
- Test Sites:**
  - Computer-Based Testing:** CBT sites are located in Pennsylvania, nationwide, and in Puerto Rico, the Virgin Islands, and Canada. Locate a test center.
  - Online Proctoring:** You may test remotely, including from home. Review system and testing environment requirements.
- Passing Score:** Performance criterion (cutscore).
  - Module 1: 197
  - Module 2: 193
  - Module 3: 193
- Reference Materials Provided for this Test:**
  - A glossary of common acronyms used in this field will be available during all modules. Review it now.
  - A standard on-screen calculator will be available during Module 3. Read more.
- Test Fee:**
  - Module 1: \$46
  - Module 2: \$46
  - Module 3: \$53
  - All three modules: \$131
 Review test fee and payment information.
- Score Reporting:**
  - Computer-Based Testing:** Preliminary test results are provided at the test center at the conclusion of your test session. Your score report is available within 10 business days after testing.
  - Online Proctoring:** Your score report is available within 10 business days after testing. Examinees taking an online-proctored test will not receive preliminary test results when their test ends.
- Testing Policies:** When you register, you must agree to abide by all testing rules and policies. Read them now.
- Prepare:** View the tutorials and preparation materials available for this test.

At the bottom of the page, there is a note: 'Tests may include test questions that are being evaluated for future administrations and that do not affect an examinee's score.' A 'Register Now' button is located at the bottom left of the main content area.

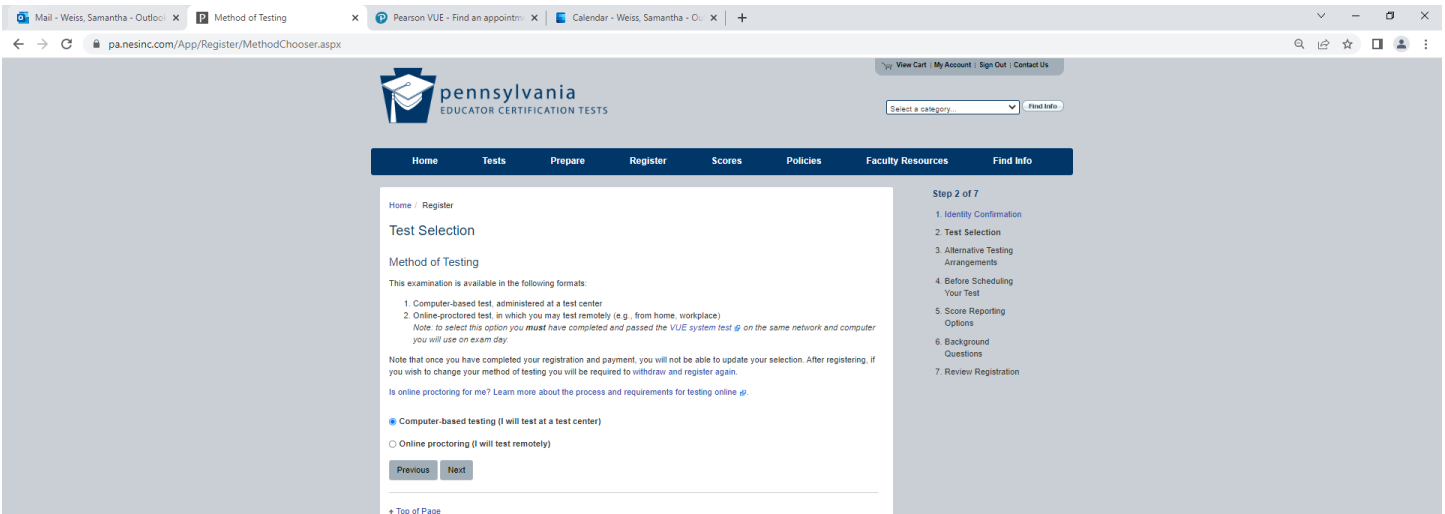
## STEP 9. Select the box confirming you are the person taking the PECT, then hit Next.



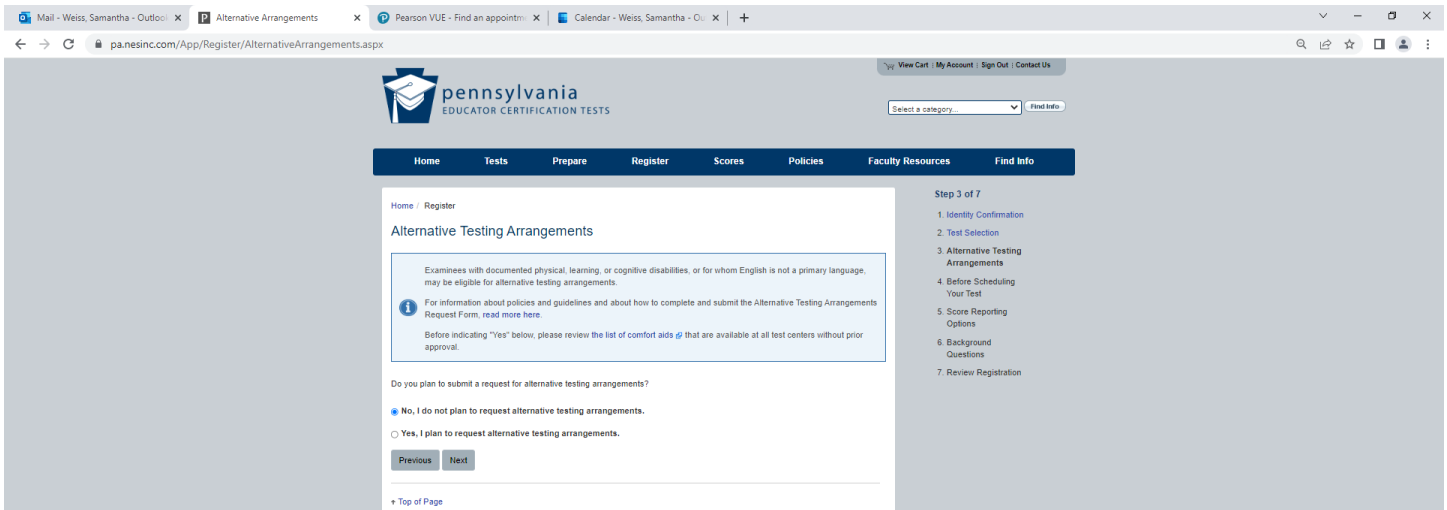
## STEP 10. Select the test you will take from the dropdown menu. Hit Add on the right-hand side of the menu and then hit Next to advance to the next screen. Note: if you don't select Add, you will get a pop-up reminder that you must do this before advancing.



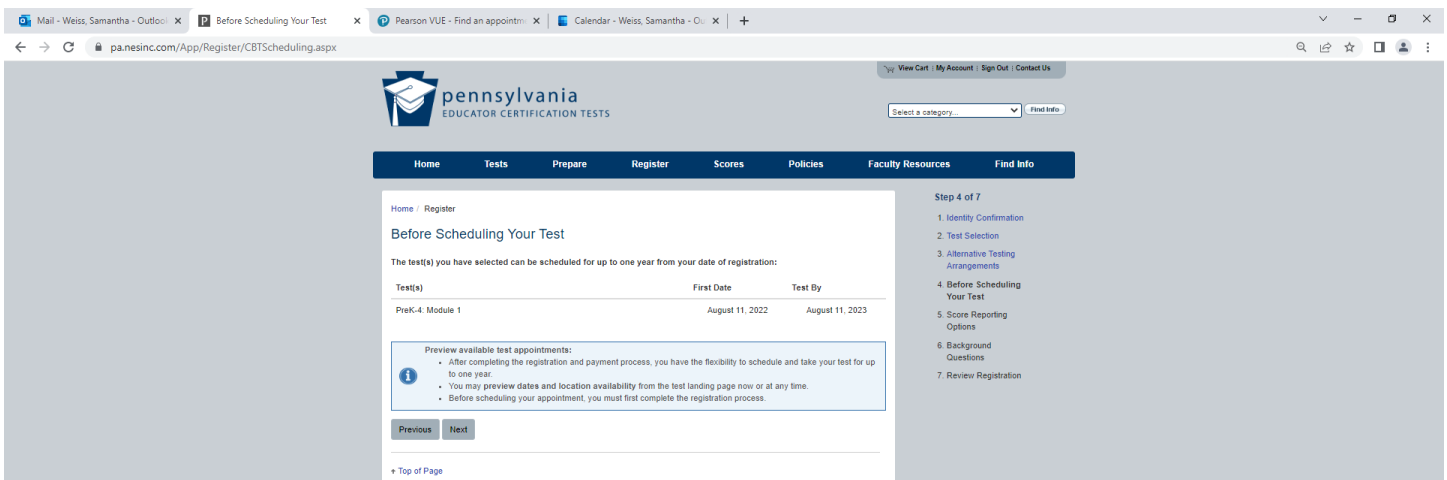
## STEP 11. Choose "Computer-Based Testing" and then, hit Next.



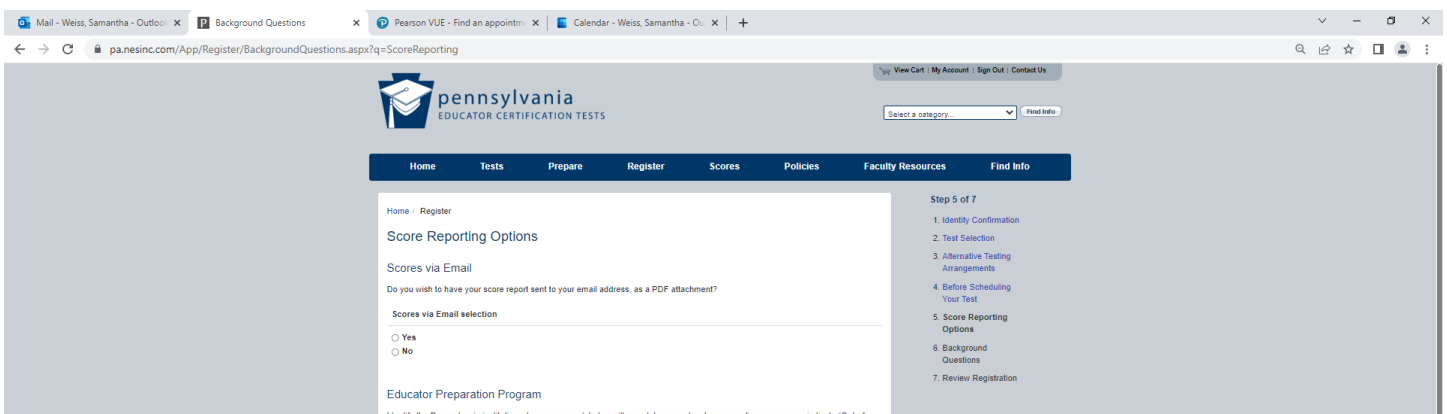
**STEP 12. If you have a documented disability and qualify for accommodations under the ADA, please select “Yes, I plan to make alternative testing arrangements.” If you do not have a documented disability, please select “No, I do not plan to make alternative testing arrangements.” Click Next to move 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.**

The screenshot shows the registration page for the Pennsylvania Educator Certification Tests. The page title is "Background Questions" and the current question is "Ethnicity". The question text asks: "What is your racial or ethnic background? This information will be reported as group data only and will be kept confidential. You are not required to supply this information. If you do not wish to supply this information, choose 'Undeclared' from the list below." Below the text is a drop-down menu for "Ethnicity selection". There are "Previous" and "Next" buttons. On the right side, there is a "Step 6 of 7" navigation menu with the following items: 1. Identity Confirmation, 2. Test Selection, 3. Alternative Testing Arrangements, 4. Before Scheduling Your Test, 5. Score Reporting Options, 6. Background Questions, and 7. Review Registration.

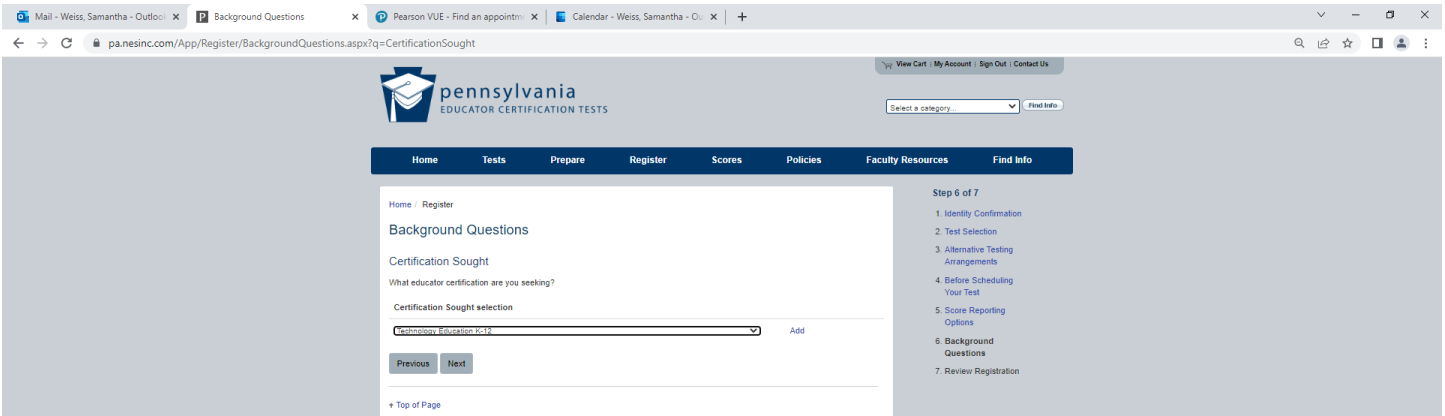
**STEP 16. Choose your highest level of education from the drop-down menu. Add will appear to the right of your selection. Click Add, then click Next.**

The screenshot shows the registration page for the Pennsylvania Educator Certification Tests. The page title is "Background Questions" and the current question is "Educational Level". The question text asks: "What is the highest level of education you have completed?". Below the text is a drop-down menu for "Educational Level selection". There is an "Add" button to the right of the drop-down menu. Below the "Add" button, it says "Earned master's degree plus additional credits" with a "Remove" button. There are "Previous" and "Next" buttons. On the right side, there is a "Step 6 of 7" navigation menu with the following items: 1. Identity Confirmation, 2. Test Selection, 3. Alternative Testing Arrangements, 4. Before Scheduling Your Test, 5. Score Reporting Options, 6. Background Questions, and 7. Review Registration.

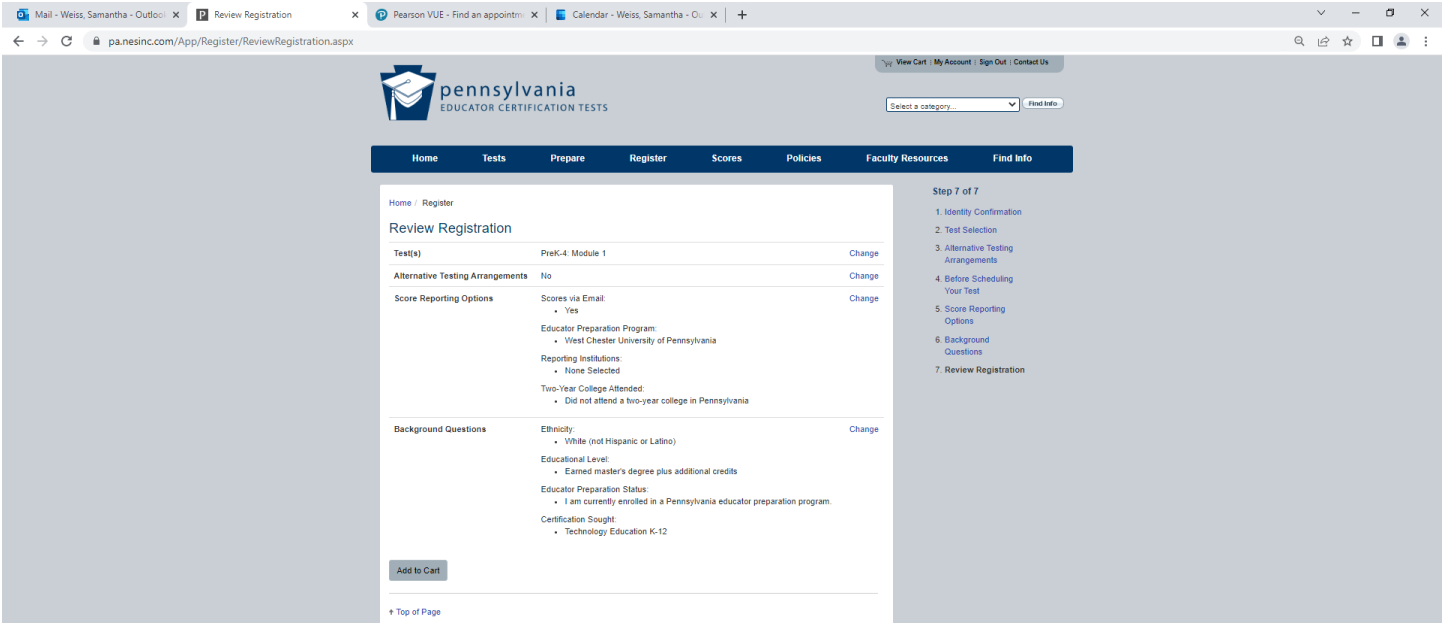
**STEP 17. Choose the option that best describes your educator preparation status from the drop-down menu. Add will appear to the right of your selection. Click Add, then click Next.**

The screenshot shows the registration page for the Pennsylvania Educator Certification Tests. The page title is "Background Questions" and the current question is "Educator Preparation Status". The question text asks: "Which of the following best describes your educator preparation status?". Below the text is a drop-down menu for "Educator Preparation Status selection". There is an "Add" button to the right of the drop-down menu. There are "Previous" and "Next" buttons. On the right side, there is a "Step 6 of 7" navigation menu with the following items: 1. Identity Confirmation, 2. Test Selection, 3. Alternative Testing Arrangements, 4. Before Scheduling Your Test, 5. Score Reporting Options, 6. Background Questions, and 7. Review Registration.

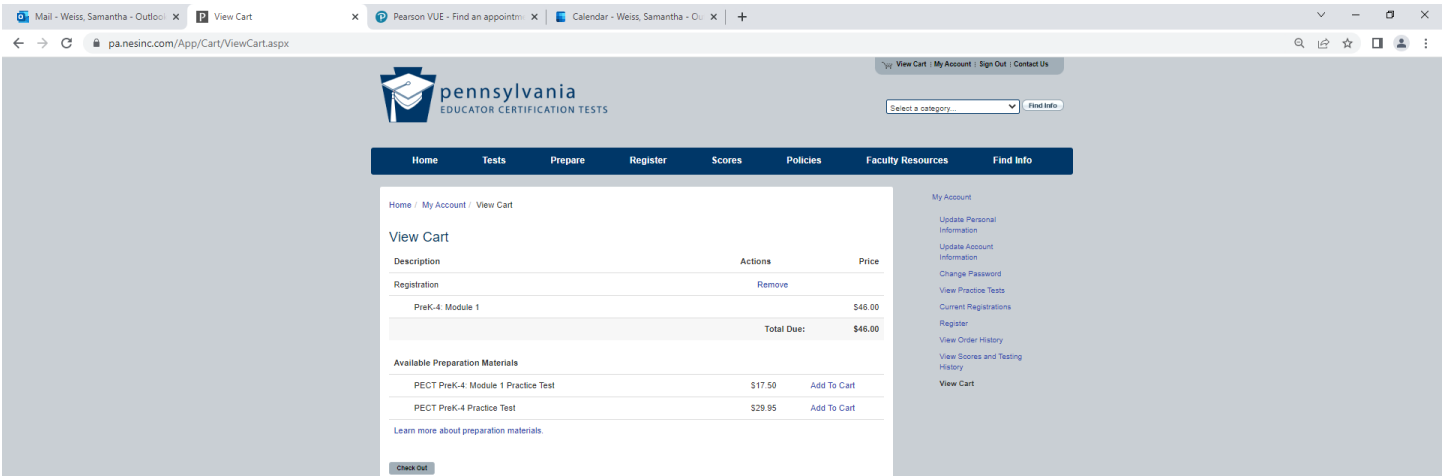
**STEP 18. Choose the certification that you are seeking from the drop-down menu. Click Add, then click Next.**



**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.

The screenshot shows the Pennsylvania Educator Certification Tests website. The browser address bar displays `pa.nesinc.com/App/Cart/CheckoutAgreement.aspx`. The page header includes the logo and navigation links: `View Cart | My Account | Sign Out | Contact Us`. A search bar is present with the text `Select a category...` and a `Find Info` button. The main navigation menu contains: `Home | Tests | Prepare | Register | Scores | Policies | Faculty Resources | Find Info`. The page title is `Agreement`. The content area contains the following text:

In order to register for a test, you must acknowledge that you have had adequate opportunity to review the rules and policies that apply to PECT registration and testing and agree to abide by them. These rules and policies are contained on the current PECT website and in the applicable Rules of Test Participation, which are presented below for your review.

**Rules of Test Participation**

By registering for the PECT, you are agreeing to abide by these Rules of Test Participation and all rules, requirements, and policies specified or referenced on the current PECT website and communicated to you, orally or in writing, at each test session for which you have registered.

A nondisclosure agreement will be presented to you on the computer after you sign in at the test center. It will ask you to indicate your agreement to the conditions set forth on the current PECT website, including the Rules of Test Participation and the rules communicated to you orally or in writing at the test session. You will have five minutes to read and accept the terms of this nondisclosure agreement. If you do not respond within five minutes, or if you indicate that you do not accept the terms of the agreement, your test session will terminate, you will not be permitted to test, and you will receive no refund or credit of

I acknowledge that I have had adequate opportunity to review, to my satisfaction, the instructions, rules, policies, and other terms and conditions that apply to PECT registration and testing, which are contained on the current PECT website and in the applicable Rules of Test Participation provided above for my review, and I agree to abide by the conditions set forth on the current PECT website, including the Rules of Test Participation, and by the rules communicated to me orally or in writing at the test administration.

`Next`

On the right side, a sidebar indicates `Step 1 of 3` with a list: `1. Agreement`, `2. Billing Information`, `3. Payment`. A `Top of Page` link is at the bottom left.

## STEP 22. Fill in your billing information and click Next to advance.

The screenshot shows the Pennsylvania Educator Certification Tests website. The browser address bar displays `pa.nesinc.com/App/Cart/BillingInformation.aspx`. The page header includes the logo and navigation links: `View Cart | My Account | Sign Out | Contact Us`. A search bar is present with the text `Select a category...` and a `Find Info` button. The main navigation menu contains: `Home | Tests | Prepare | Register | Scores | Policies | Faculty Resources | Find Info`. The page title is `Billing Information`. The content area contains the following text:

Please enter the billing address you will use for this payment.

First Name:

Last Name:

Mailing Address:

Address Line Two:

City:

State/Province/Region:

Zip/Postal Code:

Country: `US` `▼`

`Previous` `Next`

On the right side, a sidebar indicates `Step 2 of 3` with a list: `1. Agreement`, `2. Billing Information`, `3. Payment`. A `Top of Page` link is at the bottom left.

**STEP 23. Read the Withdrawal/Refund policy click the box to “Acknowledge” 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.**

The screenshot shows a web browser window with the URL `pa.nesinc.com/App/Cart/CheckoutPayment.aspx?CC=1`. The page has a navigation bar with links: Home, Tests, Prepare, Register, Scores, Policies, Faculty Resources, and Find Info. The main content area is titled "Payment" and contains a table with the following data:

Description	Price
Registration	
PreK-4, Module 1	\$46.00
<b>Total Due:</b>	<b>\$46.00</b>

Below the table is the "Withdrawal/Refund Policy" section. It includes instructions on how to withdraw or refund a registration, such as canceling appointments at least 24 hours in advance. At the bottom of the policy section, there is a checkbox:  I acknowledge that I have had adequate opportunity to review, to my satisfaction, the policies related to withdrawals and refunds stated above.

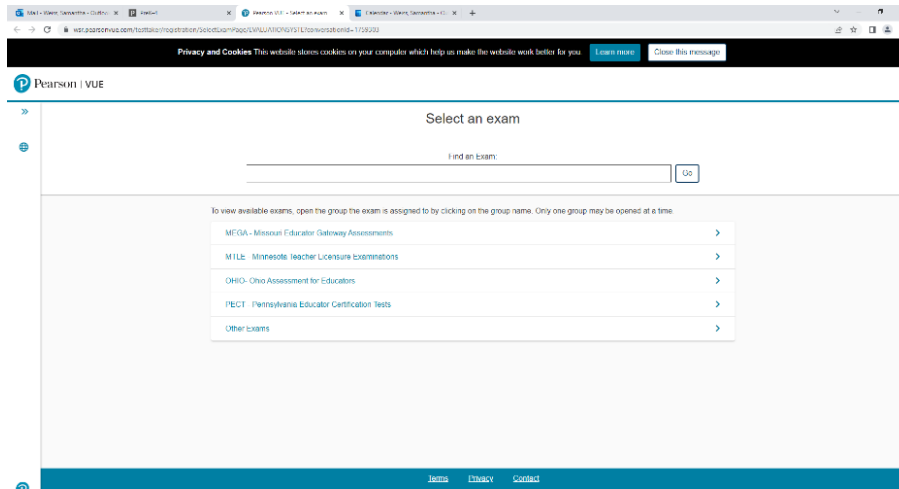
Below the acknowledgment is a "Secure payment" form with the following fields:

- Card number (masked with "XXXX XXXX XXXX XXXX")
- Expiration date (MM/YY) and CVV (123)
- Cardholder name

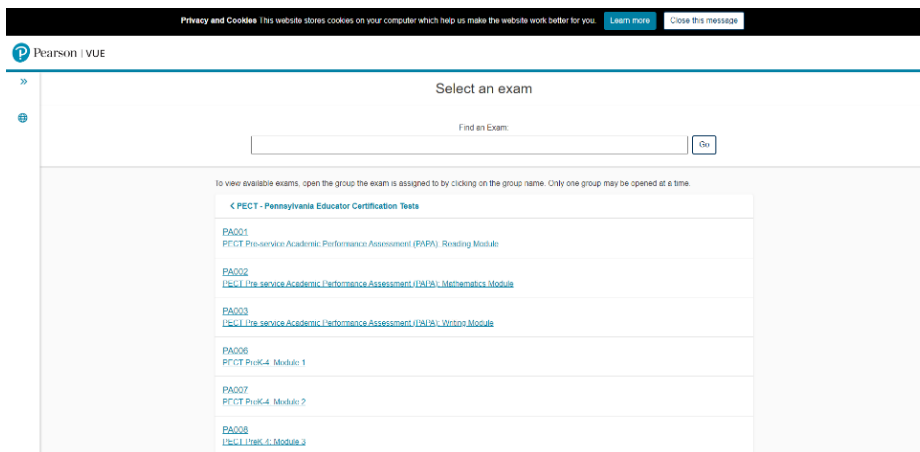
Buttons for "Pay" and "Cancel" are located below the form. The footer of the page reads: "Pearson Education | 221 River St, Hoboken, NJ 07030, US".

To find Your exam, select the Tests tab and follow the steps below.

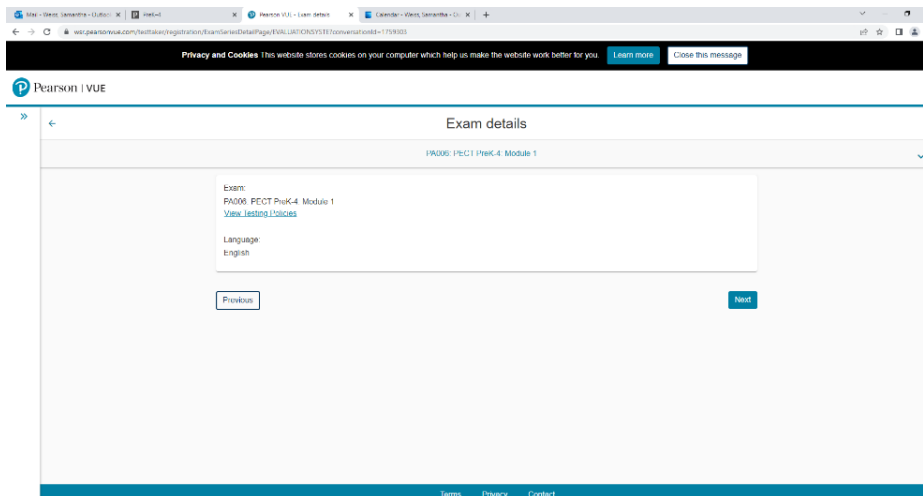
### Step 1. Select the PECT from the menu.



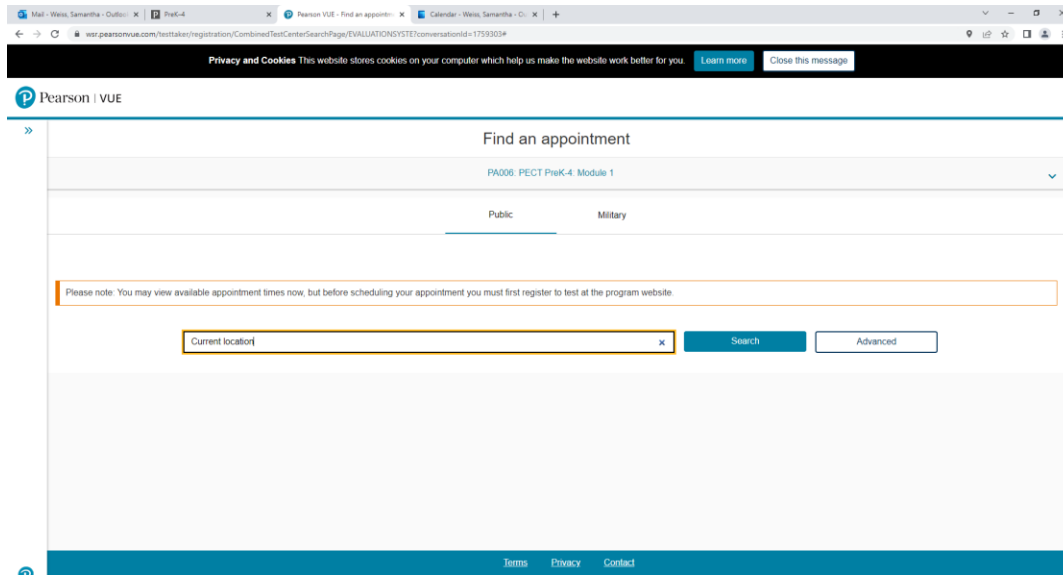
Step 2. Select the PECT test you are planning to take/think you need to take. The full menu includes all the available exams.



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.**

