Assessment Registration and Payment Process

Step by Step

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| Action | Reason |
| Click on Registration Link for the type of test you want to register for (either Sign Language or Cued Speech) | To go to Registration |
| Warning Shows | Read and Click OK to continue |
| Registration Form Shows | Start to fill out Form |
| Fill Out Form |  |
| First Name | Required |
| Middle Name | Not Required |
| Last Name | Required |
| Suffix | Not Required |
| Verbiage for Contact | Tells how to contact VDDHH if candidate has any questions |
| Email | Required |
| Candidate # | If you have registered before you will have a candidate number from your confirmation email (Not Required) |
| Assessment Category | This will be Sign or Cued, depending on what you selected before |
| Captcha | You must complete the Captcha so you can continue, this lets the registration application know you are not a computer |
| Next | Clicking on next will take you to the next section of the form |
| Address1 | Required |
| Addtrss2 | Not Required |
| City | Required |
| State | Not Required |
| Zip Code | Required |
| Phone | Not Required |
| Candidate Type | Select all that apply to you: Educational, Freelance, Student, Other |
| Assessment Schedule | Choose the test session date and type you’d like to register for (either written or performance, if eligible). If you want to change your selection, click Select Again. |
| PROMO CODE | If you have a PROMO CODE you can enter it here |
| Accept | Click the box to accept the Privacy and Refund Policy |
| Register and Pay | Register, and move on to payment |
| Screen to Verify Order | This will take you to an intermediate screen to show you the test price |
| Continue | This will send you to a page to enter your credit card information |
| Enter Credit Card Data |  |
| Card Number | Enter your credit card information |
| Expiration Date | Enter your credit card expiration date |
| CVV | The CVV from your card needs to be entered here |
| Company | Not Required |
| First Name | Required |
| Last Name | Required |
| Address1 | Required |
| Address2 | Not Required |
| City | Required |
| State | Required |
| Postal Code | Required |
| Email Address | Required |
| Phone | Not Required |
| Submit | Click on submit, if you provided an email you will receive a credit card confirmation |
| Confirmation | You will see a confirmation screen you can print or save |