

Establishing Your Testing Center



This *Getting Started Guide* focuses on how to become a *Certiport Authorized Testing Center* (CATC). Teachers and administrators may use this guide to register their test centers, purchase exams, and manage their accounts.

Getting Started

Perform the following steps to verify that your testing facility meets the policies and requirements of the CATC™ contract, register your testing center, purchase exams, and manage your account:

Step 1: View the [Getting Started as a Test Center](#) article and review steps 1, 2, 3 and 5.

Explore Steps 4 and 6 of the article in the ***Exam Delivery & Console 8 – Getting Started Guide***.

Step 2: Complete the *Verify* section by reviewing the policy and requirement documents.

Step 3: Complete your [User Account & Proctor Registration](#), and then register your testing center.

Do not create duplicate testing center account. Ensure that your organization has not been previously registered.

Each person needs one user account only. This single user account can be assigned as many roles and functions as needed.

Step 4: Visit the CATC™ [Training Center](#) and view the [Account Management](#) training video for proctors and administrators.

Step 5: Log in to your account and explore your account's functionality.

Step 6: Purchase your exam inventory online or directly from a [sales consultant](#).

What's Next?

After you have completed your account registration and setup, you are ready to download and install the exam software and prepare to deliver exams to your candidates. Please refer to ***Exam Delivery & Console 8 – Getting Started Guide***.

Exam License Resources

[School/Test Center Purchasers](#)

[Types of Exams](#)

[Direct Purchase by Candidate](#)

Quick Reference Guides (QRG)

[General Quick Reference Guides](#)

[Frequently Asked Questions](#)

[Registering a CATC \(PDF\)](#)

CATC Marketing Resources

[Marketing Program Kit](#)

CATC Support Resources

[CATC Support Hub](#)

If you need further assistance, please contact [CATC Support](#).