Scheduling your in-person exam or remote proctoring (OnVUE) exam

1. Reference the email "Authorization to Test"

> *You will have received an email from PearsonVUEConfirmation@pearson.com prior to scheduling*

To schedule your appointment on the Pearson VUE website, please visit https://home.pearsonvue.com/ccmc

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1. After your account has been created or after signing in, you will see the exam you have been authorized to take - **"CCM-Certified Case Manager Examination".** Select this test and you will have the option to choose an in-person exam or a remote proctored exam.
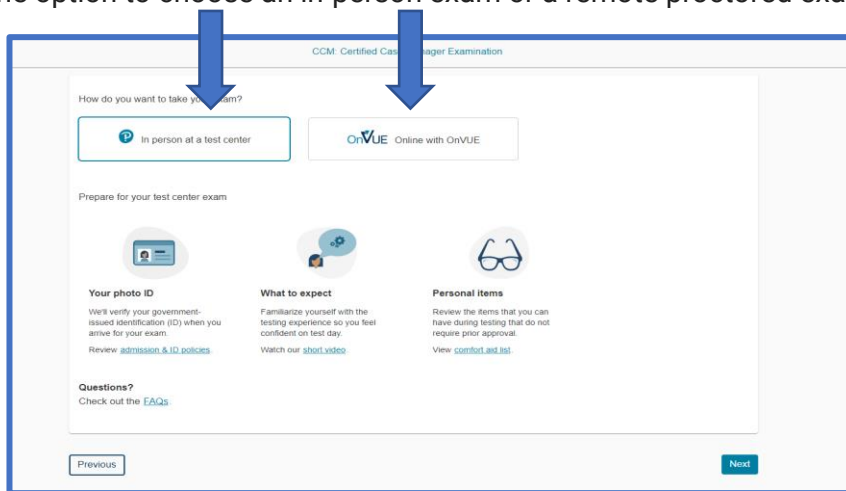
If you choose to take your exam at a test center: You will enter your mailing address and have the option to select up to 3 testing locations at one time to see the scheduling availability at those locations.
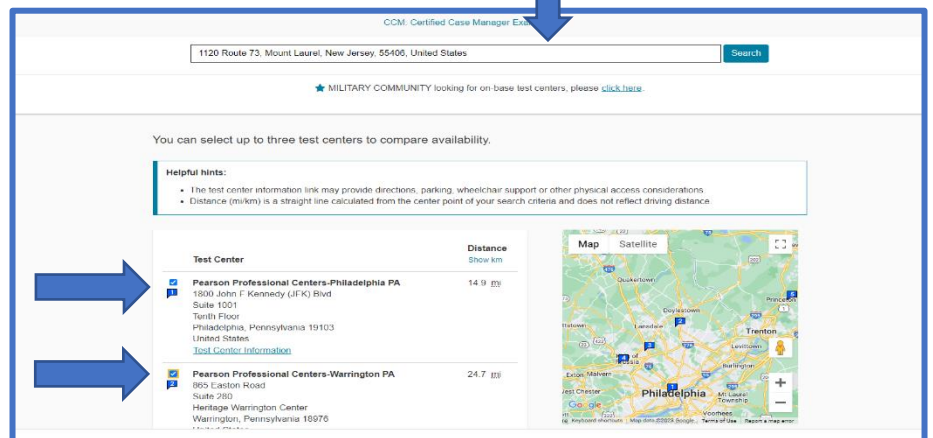
Next you will be able to select your preferred test center along with the date and time of the appointment.

If you choose to take your exam online with OnVUE: Please make sure you are prepared to take the exam online by reviewing the expectations on this screen.

Next, choose an appointment date and time for your exam. Please make sure you confirm your time zone.
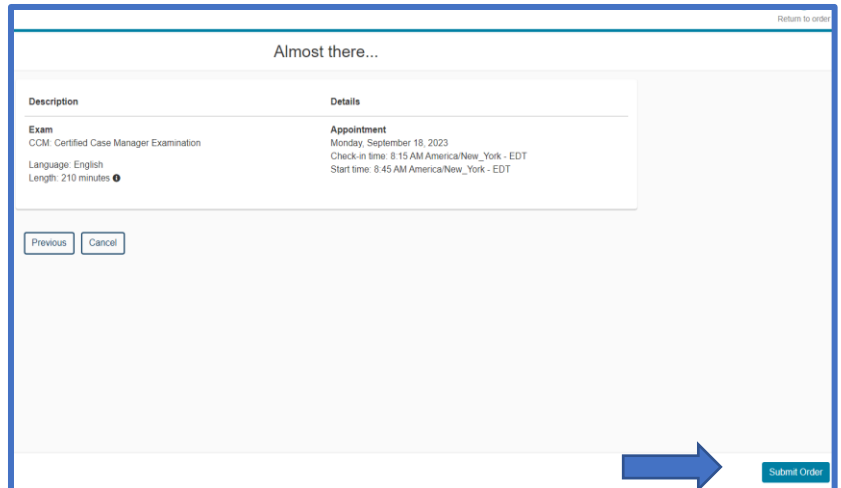
Before your appointment is officially booked you will have an opportunity to review the details of your contact information along with appointment details. Then choose next.

On the last screen, confirm all of your information and choose "Submit Order".

Once your appointment is scheduled, Pearson VUE will email you a confirmation providing details about your appointment, including directions to the test center, instructions on what to bring, and other pertinent information.

You may schedule your exam appointment directly on the Pearson VUE Web site. Alternatively, you may call the Pearson VUE Contact Center to have an agent assist you with scheduling for a $10.00 USD fee plus tax if applicable depending on your location payable by credit card.