CPO Instructor Test Procedures for Florida Students
Updated 5/28/2020

The Florida Department of Health will only recognize CPO examinations that are administered by Examity, a provider of online proctoring services. CPO tests administered by CPO instructors will not be recognized. While the COVID-19 shelter-in-place orders are in effect and restrict the ability to conduct in-person training, all CPO students living in Florida or who plan on working in Florida who wish to take the CPO test must do so through Examity.

The CPO instructor will register the students on the PHTA Candidate Registration page as is the current practice. Then, the instructor must send an email to the student (see following example) with the information needed to take the test. The student must then schedule a time to take the test with Examity.

The exam will be administered through the PHTA Online Testing Center (TesTrac) except it will be under the supervision of an Examity proctor. The student will still receive the test results immediately and the CPO instructor will still be able to access those results through TesTrac. The student will still be associated with the instructor on the TesTrac platform since the instructor will have registered the student and provided the test voucher used to take the exam.

Here are the steps to be followed for Florida students.
1. Instructor registers test candidates at https://reg.testrac.com/**phta**
2. Once all candidates are registered, instructor imports candidates and downloads the Excel file.
3. Instructor indicates in the Excel file which exam each candidate is to take – English or Spanish, Imperial or Metric
4. If there are students from other states in the file, please highlight the ones from Florida. If they're all Florida students, no need to highlight.
5. Instructor sends the Excel file to TesTrac at dbodell@testrac.com.
6. TesTrac will make the test assignments for each candidate.
7. Allow 24 hours before the candidate goes to https://reg.testrac.com/sched/ and selects time for exam.

If you have a class with students from Florida and other states, you may administer the CPO exam to the other students yourself according to the procedures listed in the Test Supervisor Manual. The Florida students must take the exam through Examity or it will not be recognized by the Florida Department of Health.

[Sample email to send to student]

Subject: Scheduling Your CPO Test

Dear **<candidate name>**:

Thank for registering for your Online Examination with PHTA. Please note that the minimum technology requirements for taking your Online Examination are the following:

1. A well-working computer with 1 GB of RAM or higher.
2. A wired high-speed internet connection (3 Mbps). A wireless internet connection is not recommended if an Ethernet connection is available.
3. A camera, microphone and speakers connected to the computer (consider a webcam with a built-in microphone).
4. Browser compatibility: IE, Firefox, Chrome, Safari.

Please proceed to the PHTA Scheduling Site, https://reg.testrac.com/sched/ where you can schedule your exam

- Prior to the day of testing, you **MUST** re-enter site and click on "Open Portal" to connect to Examity to setup your security profile and test your computer's compatibility.
- On the day of testing, re-enter the site and click on "Open Portal" to connect to Examity to begin your test. Please enter at least 15 minutes before testing.
- If you need support from Examity, please call 1-855-EXAMITY (1-855-392-6489).

Please note you are already registered and can proceed directly to scheduling your exam using the information below.

Your Login ID is – PH12345678
Your password is – 123456
Test voucher – abc123
Select company – PHTA
Test to select – [name of test student is to take]

The date and time that you can take the examination is subject to availability of the virtual Proctor and appointments must be booked in advance. You should allow a minimum 14 working days from date of **registration** to ensure availability.

Thank you and best wishes for success on your examination.