



Step 1: [Declare Your Candidacy](#)*

You must be an “In Progress” candidate in order to schedule the exam through Proctor U. If you are not an active candidate when you schedule the exam, you will not have access to the exam.

You can always check the status and expiration of your candidacy by logging on to your [MyPPA](#) dashboard and navigating to the [myAchievements](#) tab; select "Certifications" to expand the selection.

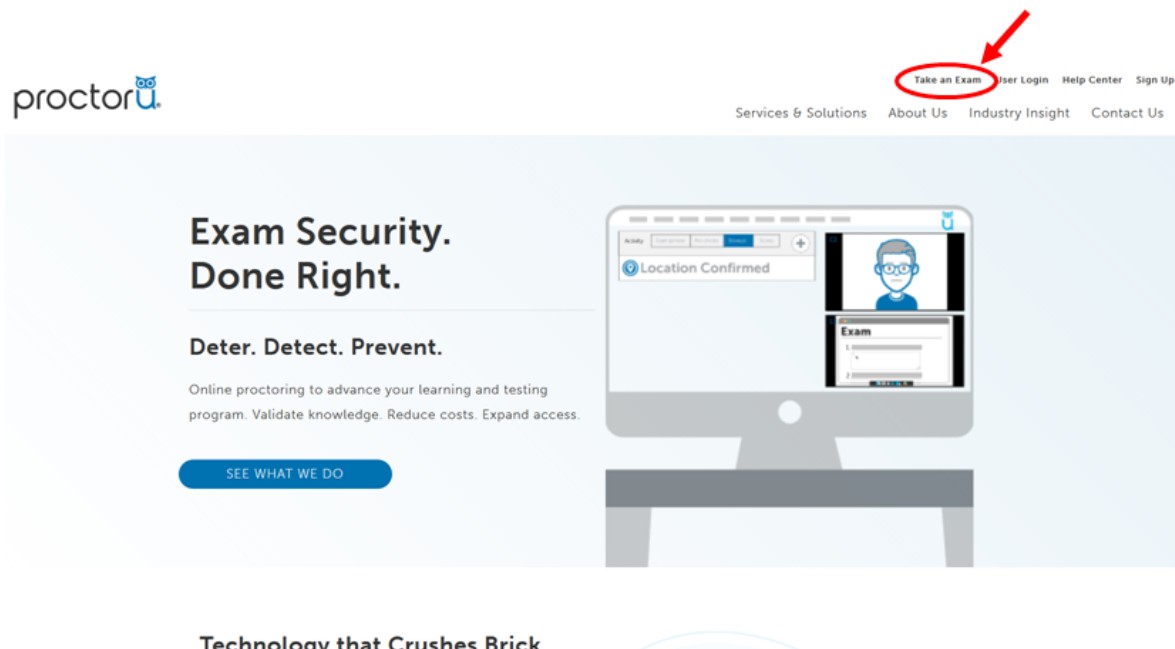
Once you declare your candidacy, you may schedule an exam as soon as 72 hours (3 days).

****If you are a current CPP who is re-taking the exam for Re-Certification, you do not need to declare your candidacy again in order to schedule the exam.***

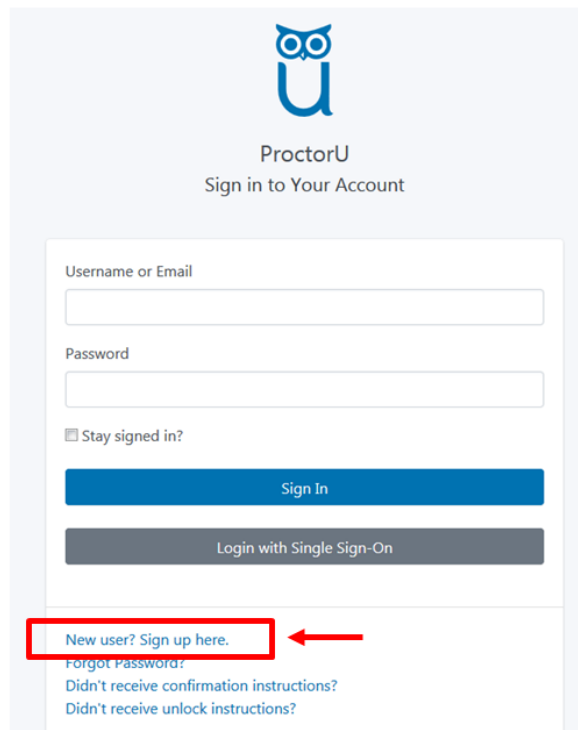
Step 2: Register with ProctorU

You will need a ProctorU account to take the CPP Exam online. Follow our step-by-step guide for registration:

1. Visit [ProctorU.com](https://proctoru.com) and select “Take an Exam”.

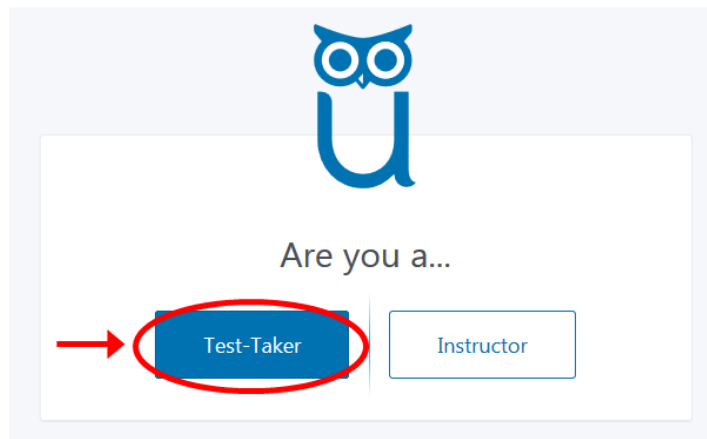


2. Select **“New User? Sign up here.”** to create your account.



The image shows the ProctorU sign-in page. At the top is the ProctorU logo, which consists of a stylized owl face above a large letter 'U'. Below the logo, the text 'ProctorU' and 'Sign in to Your Account' are displayed. The main form area contains two input fields: 'Username or Email' and 'Password'. Below these fields is a checkbox labeled 'Stay signed in?'. There are two buttons: a blue 'Sign In' button and a grey 'Login with Single Sign-On' button. At the bottom of the form, there are three links: 'New user? Sign up here.', 'Forgot Password?', and 'Didn't receive confirmation instructions? Didn't receive unlock instructions?'. A red rectangle highlights the 'New user? Sign up here.' link, and a red arrow points to it from the right.

3. Select **“Test-Taker”**



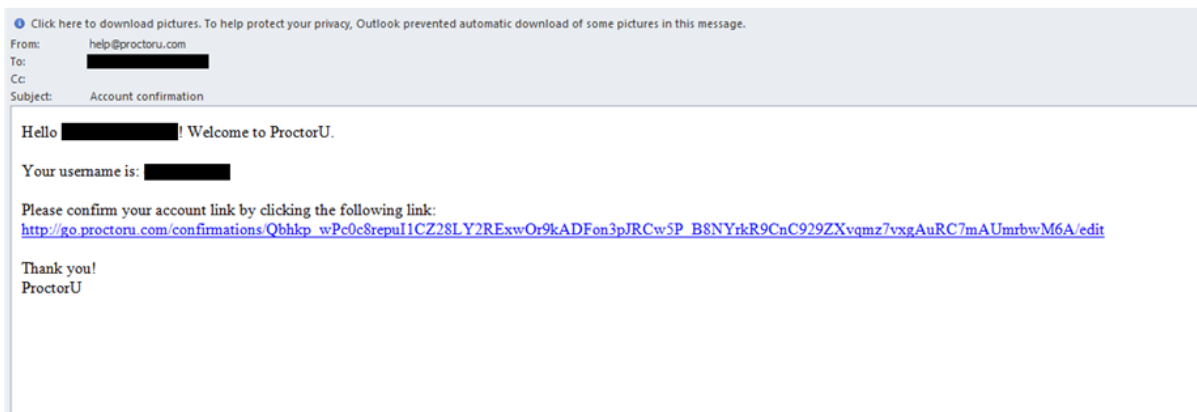
The image shows the ProctorU 'Are you a...' page. At the top is the ProctorU logo. Below the logo, the text 'Are you a...' is displayed. There are two buttons: a blue 'Test-Taker' button and a white 'Instructor' button. A red oval highlights the 'Test-Taker' button, and a red arrow points to it from the left.



4. Create your ProctorU account by providing your information. Under Enrollments be sure to select: **“Professional Photographers of America”** for institution.

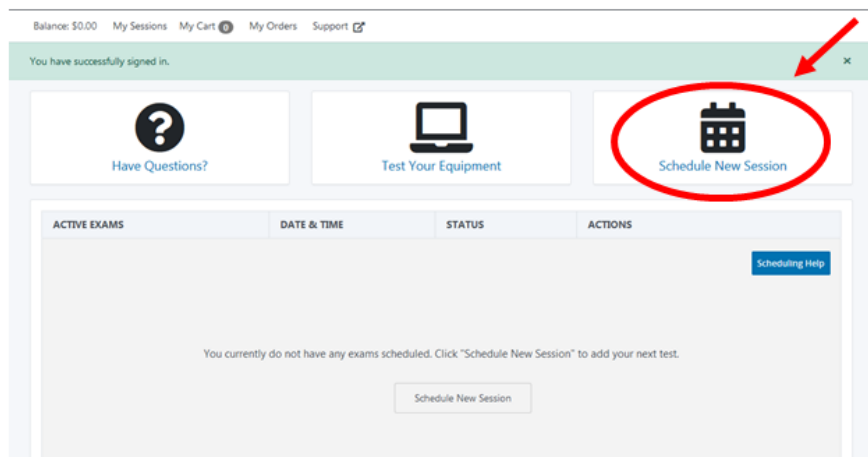
The image shows a screenshot of the ProctorU "Create an Account" form. At the top is the ProctorU owl logo. Below it is the heading "Create an Account". The form is divided into sections: "Enrollments", "Name", and "Account". In the "Enrollments" section, there is a dropdown menu labeled "Institution *" with "Professional Photographers of America" selected. A red arrow points to this dropdown. Below the dropdown is an "Add Enrollment" button. The "Name" section has fields for "First name *" and "Last name *". The "Account" section has fields for "Username *", "Email *", and "Password *".

5. Confirm your account registration by clicking the confirmation link in your email.



Step 3: Schedule Your Online Exam

- Watch the [“How It Works”](#) video to get an idea of what it will be like!
 - Check the [Technical Requirements page](#) to ensure that your system meets the minimum requirements. We recommend using Google Chrome for the Exam.
 - Because set-up can take a while depending on connectivity and preparedness, we recommend allotting about 3 hours from your schedule for the exam.
1. Once you have confirmed your account registration by clicking on the link provided in the confirmation email, you can schedule an exam. Select **“Schedule New Session”**



2. Select the appropriate entries for each field:
 - 1. Confirm your institution: **Professional Photographers of America**
 - 2. Select term: **General**
 - 3. Select your exam: **CPP Exam**

A screenshot of the 'Select Exam' form in the ProctorU interface. The form has three dropdown menus: '1. Confirm your institution' with 'Professional Photographers of America' selected, '2. Select a term' with 'General' selected, and '3. Select your exam' with 'CPP Exam' selected. A blue 'Find Sessions' button is located at the bottom right of the form. The ProctorU logo is visible in the top left corner of the form area.

3. Select desired date & time to view options:

****Note: You must schedule an exam at least 72 hours (3 days) in advance.****

The screenshot shows the 'Schedule Session' interface. At the top, there is a navigation bar with links: Balance: \$0.00, My Sessions, My Cart, My Orders, and Support. Below this is the 'Schedule Session' heading. A instruction box says: 'Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.' On the left, there are two sections: 'Select a Date' and 'Select a Time'. The 'Select a Date' section shows a calendar for February 2020, with the 26th selected. The 'Select a Time' section shows a time picker set to 12:00 AM. To the right of these sections, there is a list of available exam times: 11:10AM EST, 11:20AM EST, and 11:40AM EST, all for Thursday, February 13, 2020, and labeled as '3 days from now'. Each time slot has a 'SELECT' button. A red arrow points to the 'Select a Date' section, and another red arrow points to the 'Select a Time' section.

4. Make your selection and select "Schedule" to confirm.

This screenshot shows the same 'Schedule Session' interface as the previous one, but with the '11:10AM EST' time slot selected. A message box appears at the top of the time slot list, stating: 'Please click "Schedule" to confirm your time: **11:10AM EST**'. The 'SCHEDULE' button in this message box is circled in red, and a red arrow points to it. The 'Select a Date' and 'Select a Time' sections remain on the left, with the 26th of February and 12:00 AM still selected.

5. Confirm your session and select **“Proceed to Cart”**

Balance: \$0.00 My Sessions My Cart **1** My Orders Support

Reservation created. Please continue through checkout.

Confirm Session

Edit Cancel

Session	Institution	Date & Time	Type	Price
CPP Exam	Professional Photographers of America	02/13/2020 11:10AM EST	Live	\$25.00
Total				\$25.00

Add a comment...

Proceed to Cart

6. Review cart and **“Proceed to Payment”**

Balance: \$0.00 My Sessions My Cart **1** My Orders Support

Please checkout to complete your reservation.

My Cart

Schedule New Session

Items	Institution	Date & Time	Type	Price	Options
CPP Exam	Professional Photographers of America	02/13/2020 11:10AM EST	Live	\$25.00	Edit Details Remove
Total				\$25.00	

Have an access code?
Enter access code **Apply**

Appointments	\$25.00
Premiums	\$0.00
Subtotal	\$25.00
Total	\$25.00

Proceed to Payment

7. Enter payment information and select **“Process Charge”** to confirm.

Balance: \$0.00 My Sessions My Cart  My Orders Support 

Checkout

Payment Method

Full Name

Card number

Expiration

Card cvv

Billing Address Use Mailing Address

First Name

Last Name

Street *

City

State/Province /Region

Zip/ Postal Code *

My Cart Edit

Appointments:	\$25.00
Premiums:	\$0.00
Total:	\$25.00

8. Your scheduled session will appear on your home screen once payment has processed. Please be sure to check your email for your exam confirmation.



Step 4: Taking the Exam

- We highly recommend using the "[Test Your Equipment](#)" function prior to taking the exam.
- We recommend using Google Chrome for the exam.

1. Prepare your area:

- Clear your test-taking area of all reference materials.
- Have the following items ready:
 - ☐ Photo ID
 - ☐ PPA ID
 - ☐ Reflective surface (such as small mirror or a cell phone*)
 - ☐ Scratch paper (optional)
 - ☐ Writing utensil (optional)
 - ☐ Four-function calculator

** This will need to be turned off and out of sight during the exam.*

2. Log into ProctorU at the time of your session and click on your appointment to begin.
3. The proctor will guide you through the set-up. He or she will have access to your computer screen.
4. You will enter your PPA ID, and the proctor will enter the password.

The screenshot shows a web interface for a ProctorU exam. At the top, there is a large red banner with the word "CERTIFIED" in white, and below it, "PROFESSIONAL PHOTOGRAPHER" in black. Below the banner, the text "Exam 1" is displayed. Underneath, there is a prompt "Please enter your PPA ID #" followed by a text input field. Below that is another prompt "Please type in the password given to you to take this online test." followed by another text input field. At the bottom of the form is a red button with the text "Continue" and a right-pointing arrow.



5. You will then enter your first name, last name, and email address.

The form is titled "Exam 1" and features the "CERTIFIED PROFESSIONAL PHOTOGRAPHER" logo at the top. It contains three input fields: "First name", "Last name", and "Email address". Below these fields is a red button labeled "Start Test" with a right-pointing arrow.

6. Once you select **“Start Test”**, you will have 120 minutes to complete the exam.
7. There are 5 questions displayed per page. You must answer all 5 questions before going to the next page.
8. You are able to go back to previously answered questions by clicking the “Previous” button. You can view previously answered questions by clicking the “Display previously viewed questions” button.

The interface shows "Question 10 of 45" in a grey header bar. The question text is "When editing images in Photoshop, which of the following may cause the computer to perform slower?". There are four radio button options: A) Small hard drive, B) Low battery level, C) Low amount of RAM, and D) Damaged power cord. At the bottom, there are two red buttons: "Previous" with a left arrow and "Next" with a right arrow. Below these buttons is a link that says "Display previously viewed questions" with a downward-pointing chevron.

9. You can jump back to a specific question by selecting its number.

[◀ Previous](#)[Next ▶](#)

1 ▶ *Red is a combination of which of the following two subtractive colors of light?*

2 ▶ *Which ISO value would create the most grain when converting a color photograph into black & white?*

3 ▶ *What additive light is produced when equal amounts of pure red and green lights are mixed?*

4 ▶ *A camera can get closer in order to focus on an object by adding distance between the focal plane and the lens with the use of*

5 ▶ *A portrait of an executive has been taken outdoors with a digital camera. The image looked fine on the LCD viewer. The next photograph of the executive is taken in an office building. This time the LCD image appears green.*
Before continuing the photo session, what is the most efficient way to correct this problem?

10. Scores will be sent via e-mail approximately 5-7 business days after your exam date.