

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.

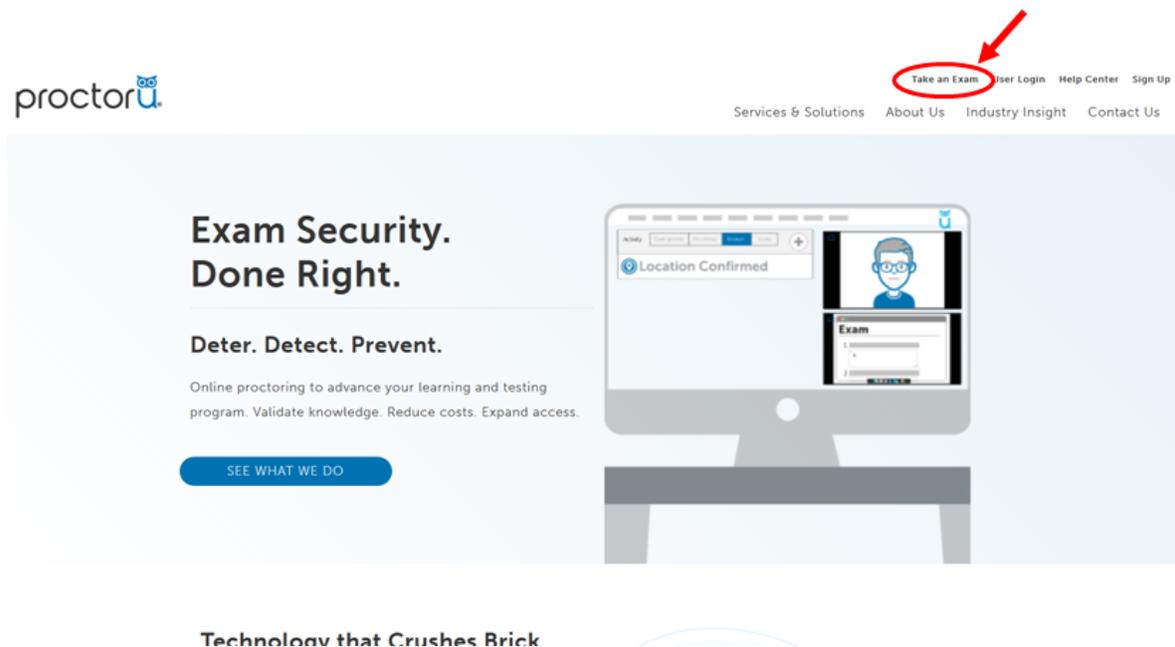
Once you declare your candidacy, you may schedule an exam as soon as 72 hours (3 days).

****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](#) and select “Take an Exam”.



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

The image shows the ProctorU login page. At the top is the ProctorU logo, an owl with the letter 'U' below it. Below the logo is the text "ProctorU" and "Sign in to Your Account". There are two input fields: "Username or Email" and "Password". Below these 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, there is a link "New user? Sign up here." which is highlighted with a red rectangular box. A red arrow points from the right side of this box to the text. Below the link are three smaller links: "Forgot Password?", "Didn't receive confirmation instructions?", and "Didn't receive unlock instructions?".

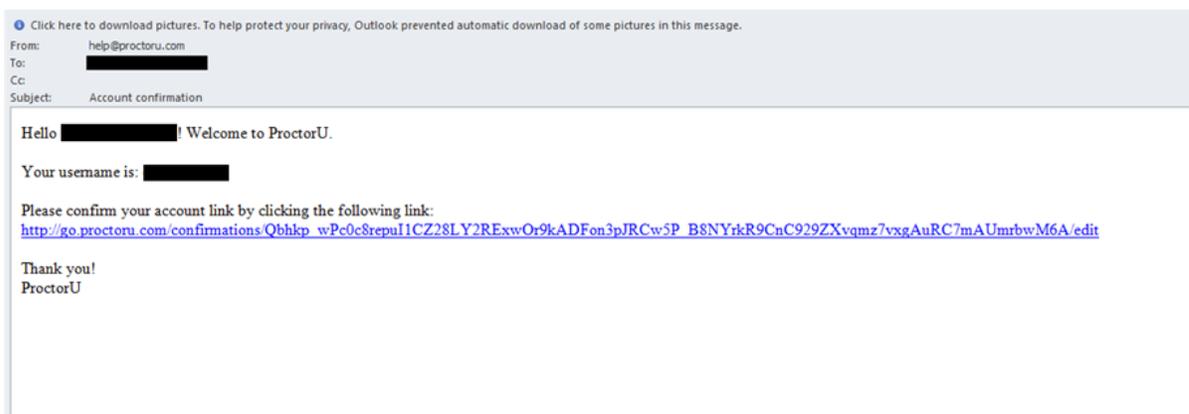
3. Select **“Test-Taker”**

The image shows the ProctorU registration page. At the top is the ProctorU logo, an owl with the letter 'U' below it. Below the logo is the text "Are you a...". There are two buttons: a blue "Test-Taker" button and a white "Instructor" button. The "Test-Taker" button is circled in red, and a red arrow points from the left side of the circle to the text.

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

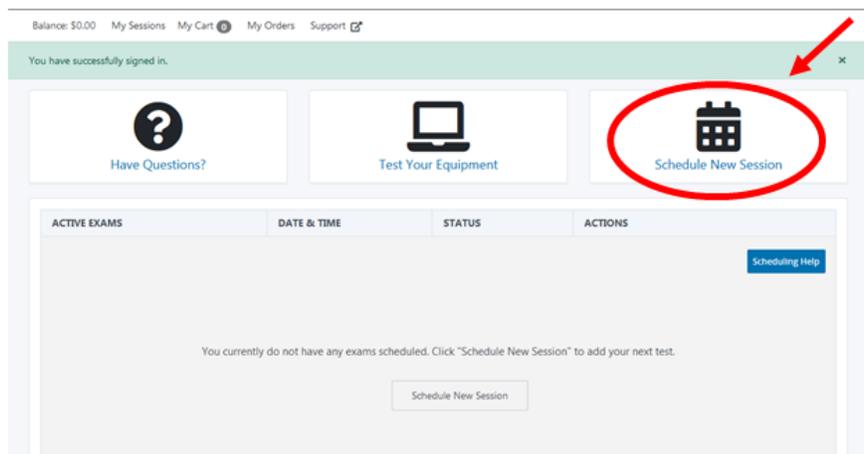
The screenshot shows the ProctorU account creation interface. At the top is the ProctorU owl logo and the text 'Create an Account'. Below this is the 'Enrollments' section, which contains a dropdown menu for 'Institution' with 'Professional Photographers of America' selected. A red arrow points to this dropdown. To the right of the dropdown is an 'Add Enrollment' button. Below the 'Enrollments' section is the 'Name' section, which includes input fields for 'First name' and 'Last name'. Below that is the 'Account' section, which includes input 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. The form has three dropdown menus. The first is labeled '1. Confirm your institution' and has 'Professional Photographers of America' selected. The second is labeled '2. Select a term' and has 'General' selected. The third is labeled '3. Select your exam' and has 'CPP Exam' selected. There is a 'Find Sessions' button at the bottom right of the form. The page header includes the 'proctor' logo and navigation links for 'Balance: \$0.00', 'My Sessions', 'My Cart', 'My Orders', and 'Support'.

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' page. At the top, there is a navigation bar with 'Balance: \$0.00', 'My Sessions', 'My Cart', 'My Orders', and 'Support'. Below this is the 'Schedule Session' heading and a sub-heading: '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 is a 'Select a Date' section with a calendar for February 2020. The date '26' is selected. Below the calendar is a 'Select a Time' section with a time picker showing '12 : 00 AM'. A 'Find Available Times' button is at the bottom of this section. On the right, there are three available time slots for '11:10AM EST', '11:20AM EST', and '11:40AM EST', each for 'Thursday, February 13, 2020' and '3 days from now', with a 'SELECT' button next to each. Red arrows point to the 'Select a Date' and 'Select a Time' sections.

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

This screenshot shows the 'Schedule Session' page after a selection has been made. The 'Select a Date' section now shows '26' selected. The 'Select a Time' section shows '12 : 00 AM'. The 'Find Available Times' button is now disabled. A message at the top right says: 'Please click "Schedule" to confirm your time: **11:10AM EST**'. A red circle highlights the 'SCHEDULE' button, which is also pointed to by a red arrow. The available time slots for '11:20AM EST' and '11:40AM EST' are still visible on the right.

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 **1** 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

[Process Charge](#) 

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.



CPP Exam

Please enter your PPA ID number.

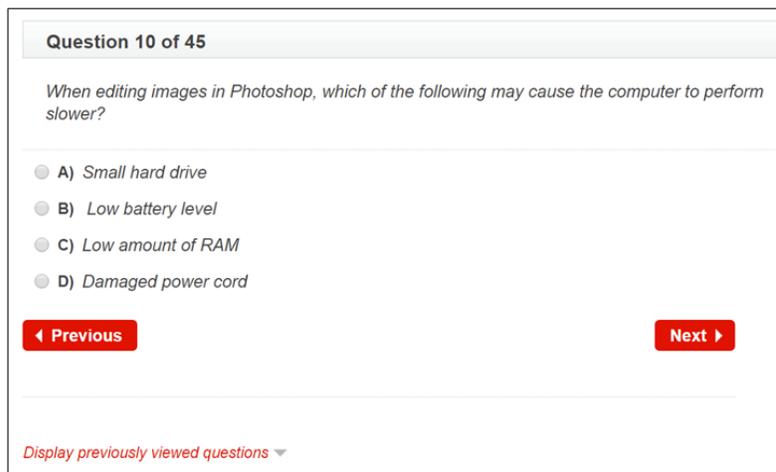
Continue

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



The screenshot shows a registration form for the 'CERTIFIED PROFESSIONAL PHOTOGRAPHER' exam. At the top, the word 'CERTIFIED' is written in large white letters on a red background, with 'PROFESSIONAL PHOTOGRAPHER' in smaller black letters below it. Underneath, the text 'Exam 1' is displayed. The form contains three input fields: 'First name', 'Last name', and 'Email address'. A red button labeled 'Start Test >' is positioned at the bottom of the form.

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 screenshot shows a question interface. At the top, it says 'Question 10 of 45'. The question text is: 'When editing images in Photoshop, which of the following may cause the computer to perform slower?'. Below the question 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 left is a red button labeled '< Previous' and at the bottom right is a red button labeled 'Next >'. At the very bottom, there is a link that says 'Display previously viewed questions' with a small downward arrow.

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 email approximately 5-7 business days after your exam date.**