

# CERTIFIED

## PROFESSIONAL PHOTOGRAPHER

### 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.

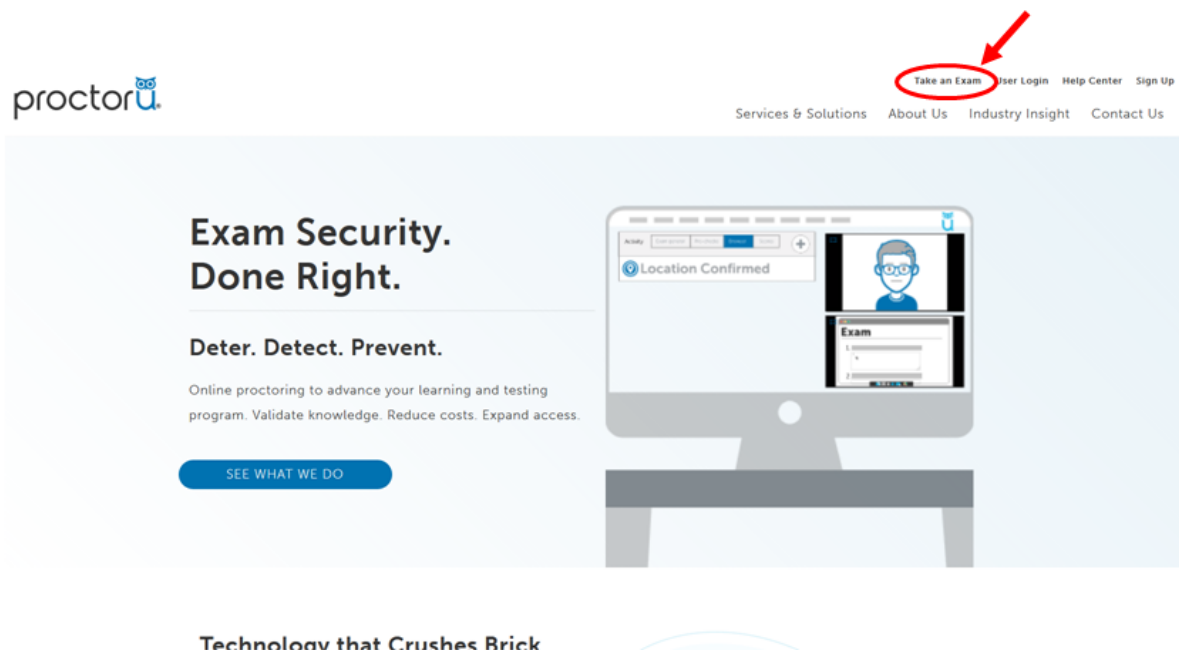
Once you declare your candidacy, you may schedule an exam as soon as 72 hours (3 days).

***\*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:

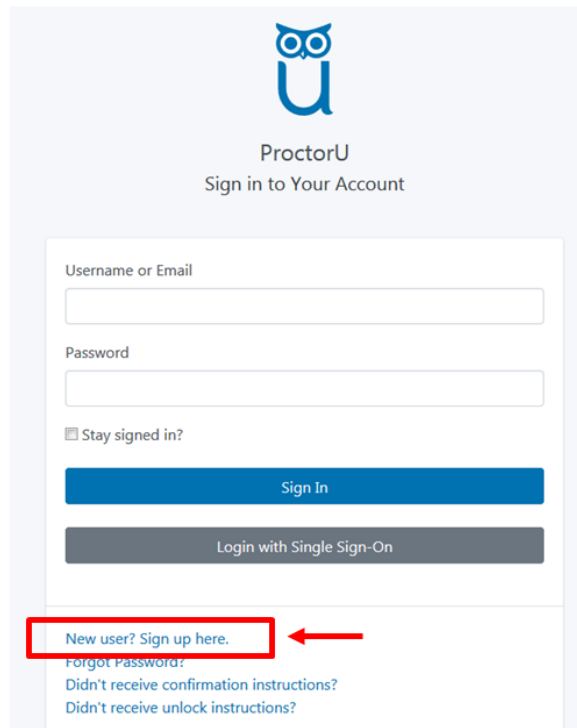
1. Visit [ProctorU.com](#) and select “Take an Exam”.



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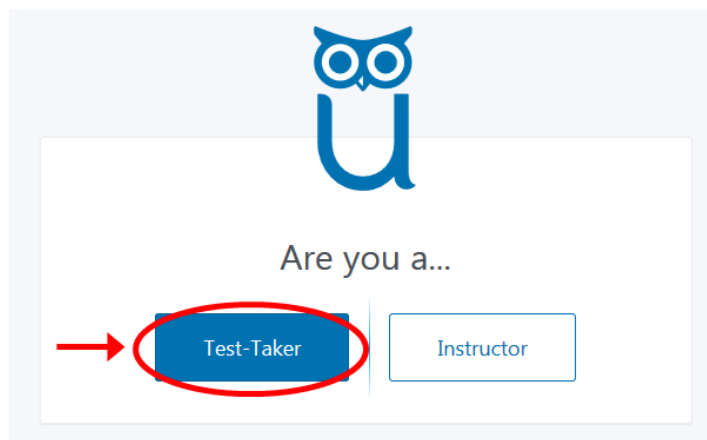
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2. Select **“New User? Sign up here.”** to create your account.



The image shows the ProctorU sign-in page. At the top is the ProctorU logo, which is a stylized 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 rectangle and a red arrow pointing to it. Below this 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 'Are you a...' page. At the top is the ProctorU logo. 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 highlighted with a red oval and a red arrow pointing to it.

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



### Create an Account

Enrollments

**Institution \*** Professional Photographers of America

Add Enrollment

Name

First name \*

Last name \*

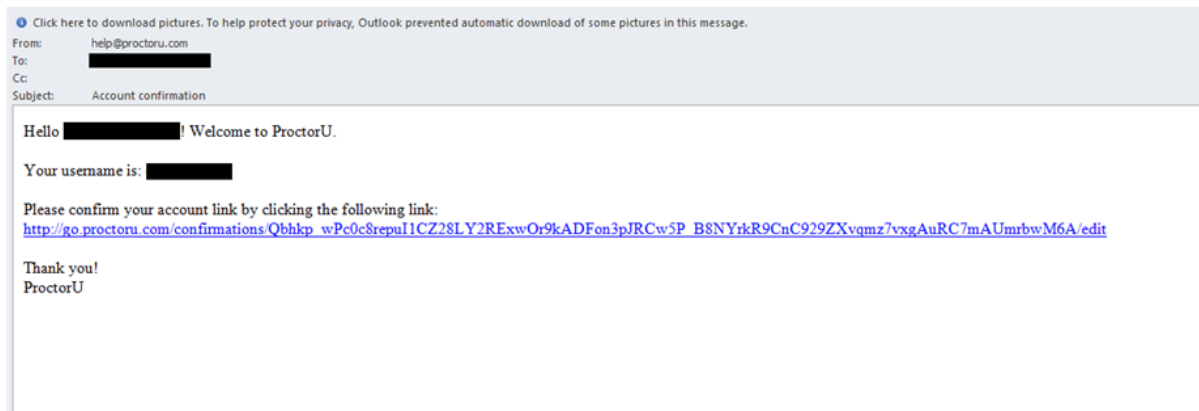
Account

Username \*

Email \*

Password \*

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

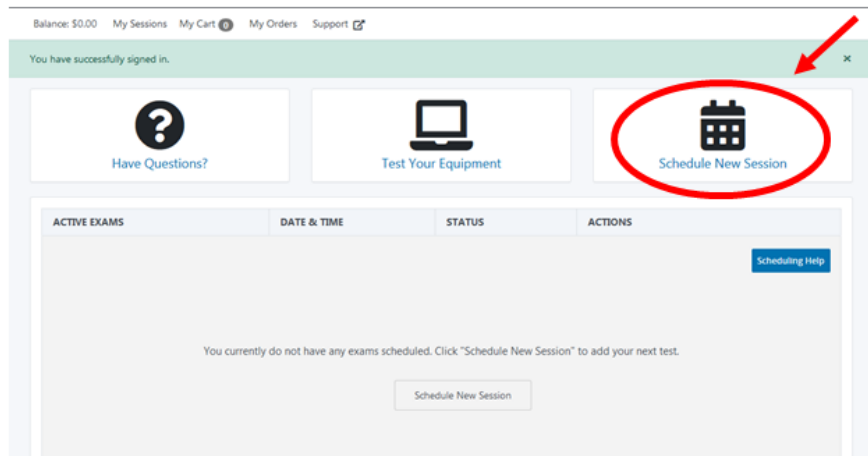


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## Step 3: Schedule Your Online Exam

- 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**

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proctorU

Balance: \$0.00 My Sessions My Cart 0 My Orders Support

### Select Exam

1. Confirm your institution Professional Photographers of America

2. Select a term General

3. Select your exam CPP Exam

Find Sessions

3. Select desired date & time to view options:

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

Balance: \$0.00 My Sessions My Cart 0 My Orders Support

### Schedule Session

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

Select a Time

11:10AM EST  
Thursday, February 13, 2020  
3 days from now  
CPP Exam  
SELECT

11:20AM EST  
Thursday, February 13, 2020  
3 days from now  
CPP Exam  
SELECT

11:40AM EST  
Thursday, February 13, 2020  
3 days from now  
CPP Exam  
SELECT

Find Available Times

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

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### Schedule Session

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

Select a Time

↑  
12  
↓

:

↑  
00  
↓

AM

Please click "Schedule" to confirm your time: **11:10AM EST**

SCHEDULE

11:20AM EST

Thursday, February 13, 2020

CPP Exam

3 days from now

SELECT

11:40AM EST

Thursday, February 13, 2020

CPP Exam

3 days from now

SELECT

### 5. Confirm your session and select **"Proceed to Cart"**

Balance: \$0.00   My Sessions   My Cart   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
<b>Total</b>				<b>\$25.00</b>

Add a comment...

Proceed to Cart

### 6. Review cart and **"Proceed to Payment"**

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

Please checkout to complete your reservation.

### My Cart

[Schedule New Session](#)

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

Have an 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.

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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
<b>Total:</b>	<b>\$25.00</b>

[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, and the proctor will enter the password.

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**Exam 1**

Please enter your PPA ID #

Please type in the password given to you to take this online test.

**Continue** ▶

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

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**Exam 1**

First name

Last name

Email address

**Start Test** ▶

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.

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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.

**Question 10 of 45**

*When editing images in Photoshop, which of the following may cause the computer to perform slower?*

- ☐ A) Small hard drive
- ☐ B) Low battery level
- ☐ C) Low amount of RAM
- ☐ D) Damaged power cord

[< Previous](#)[Next >](#)

[Display previously viewed questions](#)

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.