

## **Step 1**

Your Regulatory College confirms that you are eligible to write the Registration Examination (approximately three months prior to the proposed administration date).

You confirm your intention to write the Registration Examination with your College and provide requested information to the Regulatory College staff by the requested deadlines.

Formal application, with appropriate documentation for any accommodation, must be made at the same time that you indicate your intention to write the Registration Examination with your Regulatory College. Use the accommodations request form (available through your College) to apply.

COMPASS Centre for Examination Development contacts you to confirm the status of your request for accommodation.

## **Step 2**

You receive an email transmission from the Regulatory College. In it, you will see the “book and purchase window” directions for purchasing and booking your spot at the Registration Examination. The directions include the time period during which you must purchase the Registration Examination and how to access the exam site by resetting your password. If this email transmission is not received within one month of the Registration Examination, please contact [info@compassexams.ca](mailto:info@compassexams.ca).

You register and book the examination by purchasing the Registration Examination. After purchasing the exam, you will receive a confirmation email with the date and the time at when you will write the Registration Examination.

## **Step 3**

You receive an email transmission from MonitorEDU once you have purchased the Registration Examination and the purchase window has closed.

## **Step 4**

Please be online 15 minutes before the start time of your scheduled examination. Arrive with two pieces of government-issued identification (one must contain a photo), your booking confirmation notice, and your regulatory college-issued identification number.

## **Write the Registration Examination.**

COMPASS Centre for Examination Development transmits examination results by e-mail between six and eight weeks after your date of writing.