ACADIS CERTIFICATION RETEST ENROLLMENT

1. Sign into your ACADIS Portal account

2. Under "Training and Events" click on "Browse or Sign up for Training"

3. You will now be on the Registration page and see ALL available training.

4. Click on the "Filters" tab on the left top of the page

5. In the next window that opens, click on the pull down for the field labeled "Program*"

6. In the window that opens, scroll through the listed Examinations until you find the exam you need to **RETEST** on – ensure it says **"RETEST"**

   NOTE: IF YOU CANNOT LOCATE A "RETEST" FOR THE EXAMINATION YOU NEED TO RETAKE, CONTACT KEVIN BABCOCK at kevin.babcock@ct.gov to have the test added

7. The next window will show all of the available RETEST examinations with dates & locations

8. Locate the RETEST examination you would like to register for (ensure it says **"RETEST"** in the class name) and click on the "Register" tab

9. In the Registration section, you will need to fulfill the prerequisites by uploading any required documents and/or providing any required data for the exam

10. For each prerequisite ensure you select the "Met or exceeded" button and click on "save"

11. Scroll down the "Registration" page until you get to the "*Tuition Bill-To-Party" – click on the pull down tab and select "Individual" and indicate payment method

12. Click on the blue "Submit Request" to finish your registration

YOU HAVE 12 MONTHS FROM THE DATE YOUR INSTRUCTOR SIGNED OFF ON YOUR APPLICATION TO COMPLETE ALL TESTING COMPONENTS OF THE CERTIFICATION LEVEL.