

Guide to Accessing Test Candidate Certifications

If you have test candidates who earned Pre-Professional Certification in the respective assessment area, please follow the instructions below for accessing the certificates that verify their credential. The certificates are available from the time of assessment completion until June 30, 2012.

NOTE: The current year cut scores for pre-professional certification for each assessment can be found on the Pre-PAC website ([Click here to access](#)). The certificates are located in the assessment system (where candidates logged in to take the test).

1. Log into the [Assessment System](#) with the student credentials (username and password).



2. The “My Assessments” page will load. On the right hand side of the screen, click on the drop down arrow in the “Show” box and select “Completed Assessments.”



3. A list of assessment titles in which certification was earned will be listed. Click the “Print Certificate” link below the assessment title to open the certificate verifying the credential. The certificate will open in Adobe Acrobat where it can be printed or saved for future reference. (Note: If the assessment title nor the certificate link appear, please contact AAFCS.)

