



ISO-QUALITY
TESTING, INC.
GLOBAL COMPUTERIZED EXAMINATION SOLUTIONS

CNL Self-
Assessment
Exam User
Manual

2012

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CONFIDENTIAL

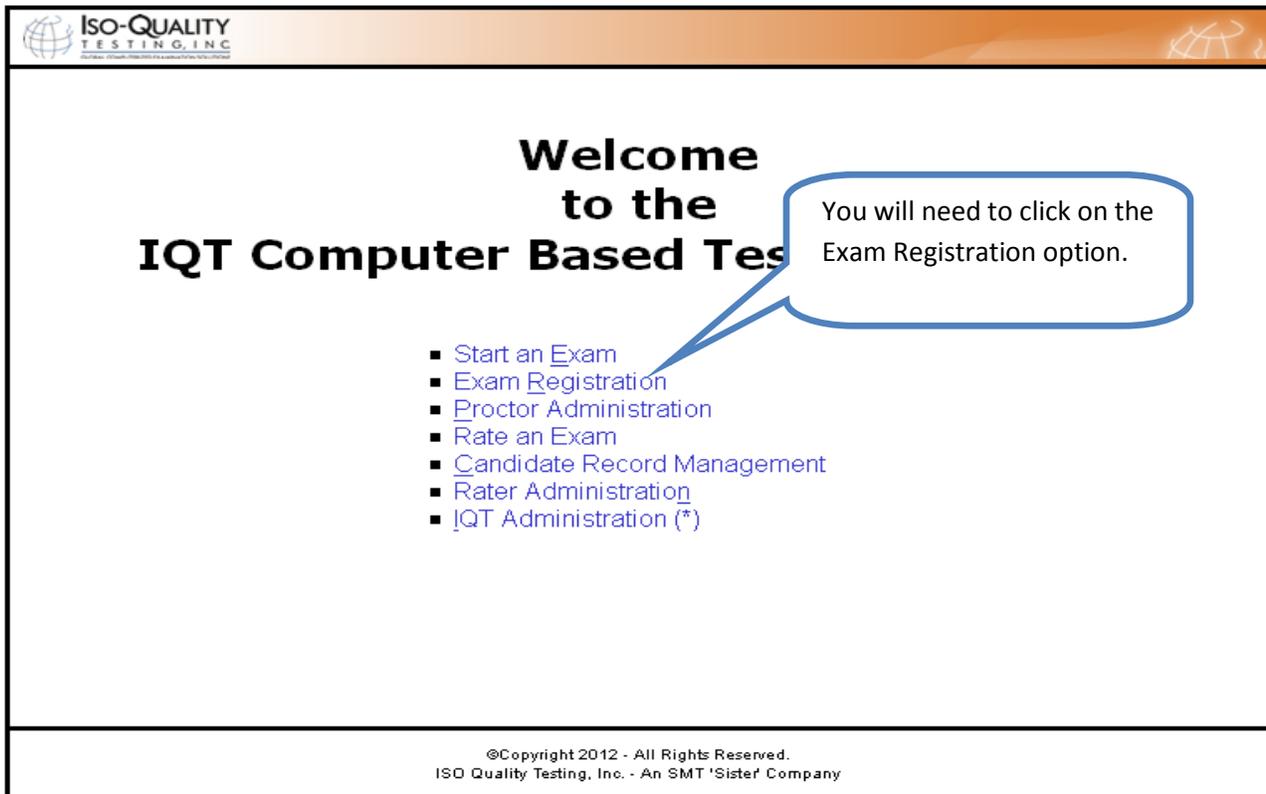
Table of Contents

First Time Users.....	2
Scheduling the Exam	7
Taking the Exam	13

First Time Users

If this is your first time visiting the IQT website you will follow the steps below to create your user profile.

1. You will first need log onto www.iqttesting.com.
2. Once you have found the webpage you will need to select the second option Exam Registration.



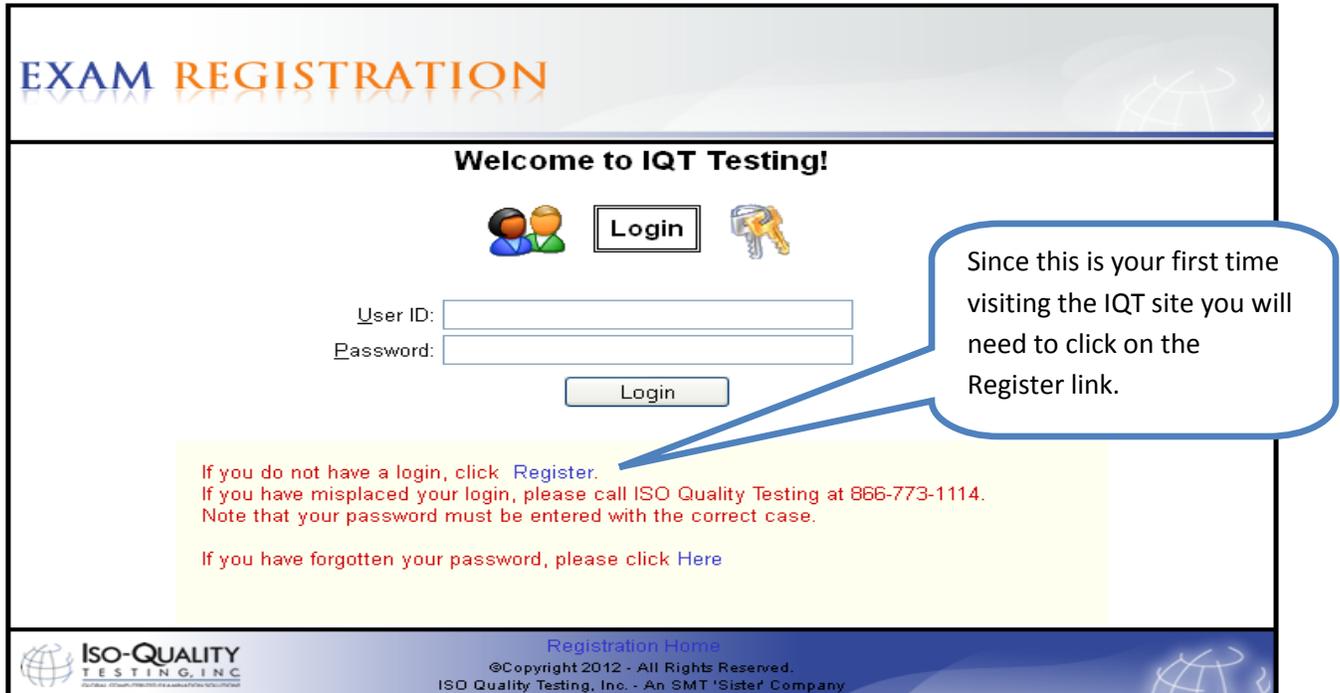
Welcome to the IQT Computer Based Test

- [Start an Exam](#)
- [Exam Registration](#)
- [Proctor Administration](#)
- [Rate an Exam](#)
- [Candidate Record Management](#)
- [Rater Administration](#)
- [IQT Administration \(*\)](#)

You will need to click on the Exam Registration option.

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- This will bring you to the log in page. If you have already created an IQT profile please skip down to step 1 Page 7.



EXAM REGISTRATION

Welcome to IQT Testing!





User ID:

Password:

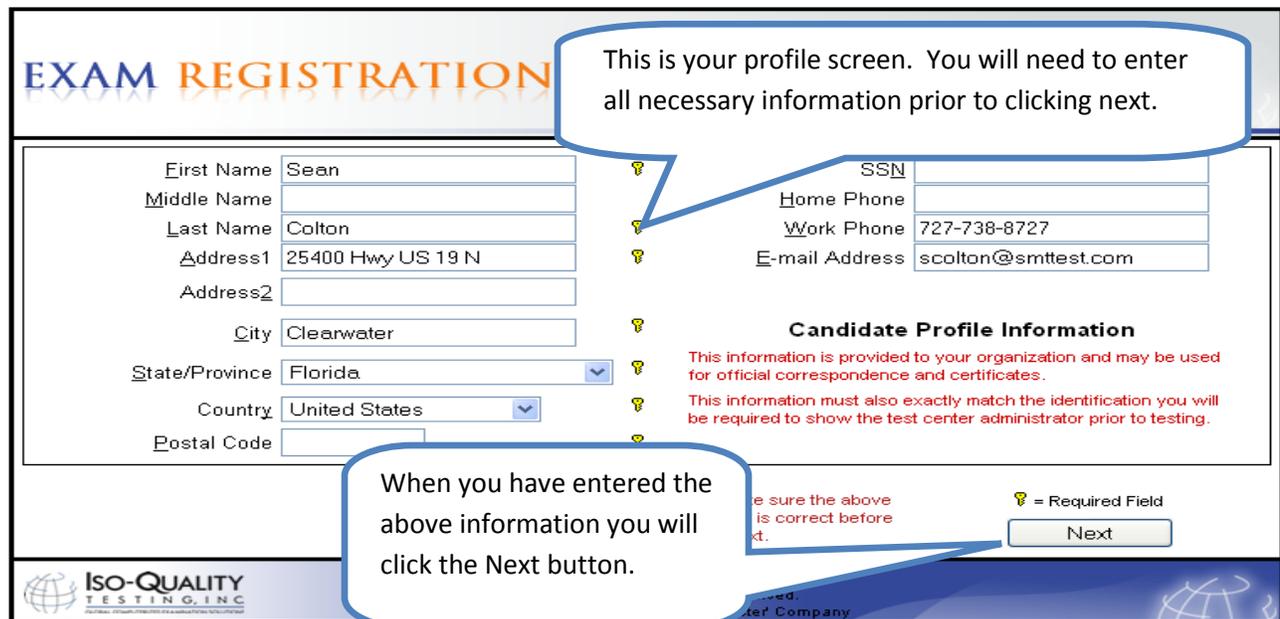
Since this is your first time visiting the IQT site you will need to click on the Register link.

If you do not have a login, click [Register](#).
 If you have misplaced your login, please call ISO Quality Testing at 866-773-1114.
 Note that your password must be entered with the correct case.

If you have forgotten your password, please click [Here](#)


[Registration Home](#)
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- This will bring you to your profile page. You will need to fill in all necessary information prior to clicking the Next button.



EXAM REGISTRATION

This is your profile screen. You will need to enter all necessary information prior to clicking next.

First Name	<input type="text" value="Sean"/>	SSN	<input type="text"/>
Middle Name	<input type="text"/>	Home Phone	<input type="text"/>
Last Name	<input type="text" value="Colton"/>	Work Phone	<input type="text" value="727-738-8727"/>
Address1	<input type="text" value="25400 Hwy US 19 N"/>	E-mail Address	<input type="text" value="scolton@smttest.com"/>
Address2	<input type="text"/>		
City	<input type="text" value="Clearwater"/>		
State/Province	<input type="text" value="Florida"/>		
Country	<input type="text" value="United States"/>		
Postal Code	<input type="text"/>		

Candidate Profile Information

This information is provided to your organization and may be used for official correspondence and certificates.

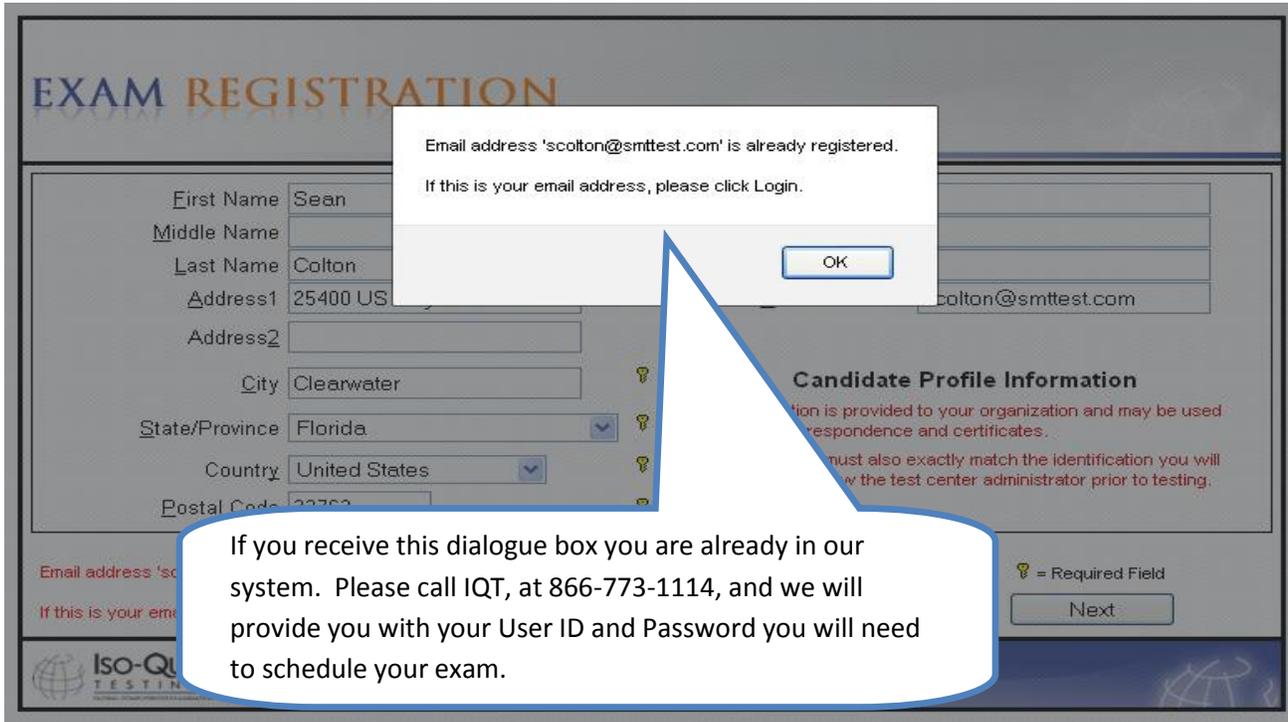
This information must also exactly match the identification you will be required to show the test center administrator prior to testing.

When you have entered the above information you will click the Next button.

Be sure the above information is correct before clicking Next.

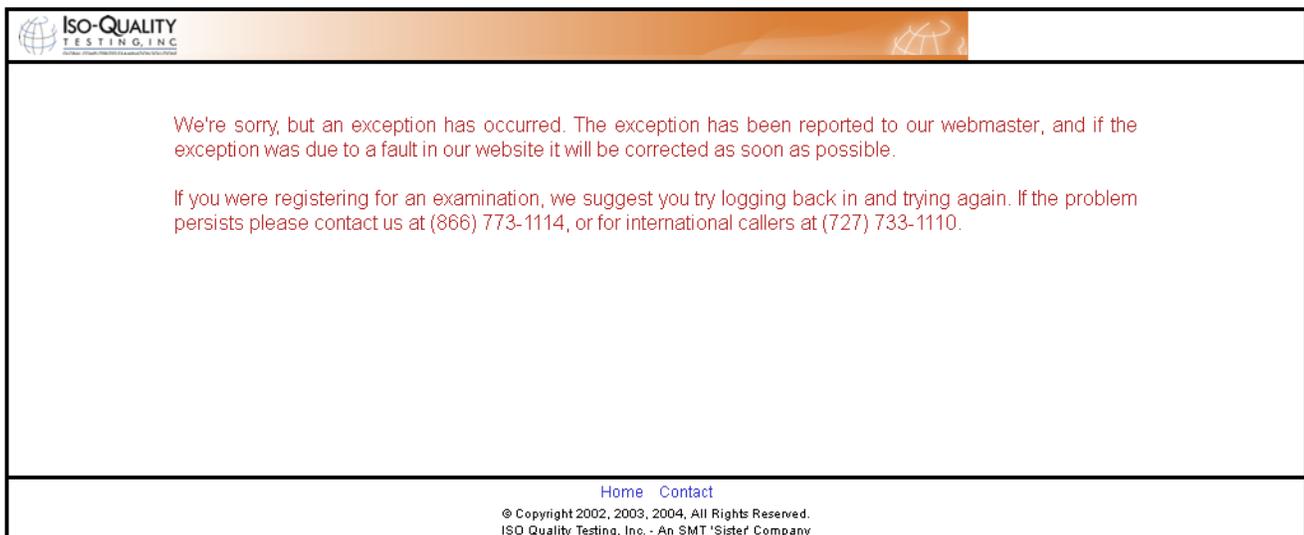

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5. CNC may have already imported you into the IQT system. If you receive the below dialogue box please call IQT, at 866-773-1114, and we will assist you with the registration process.



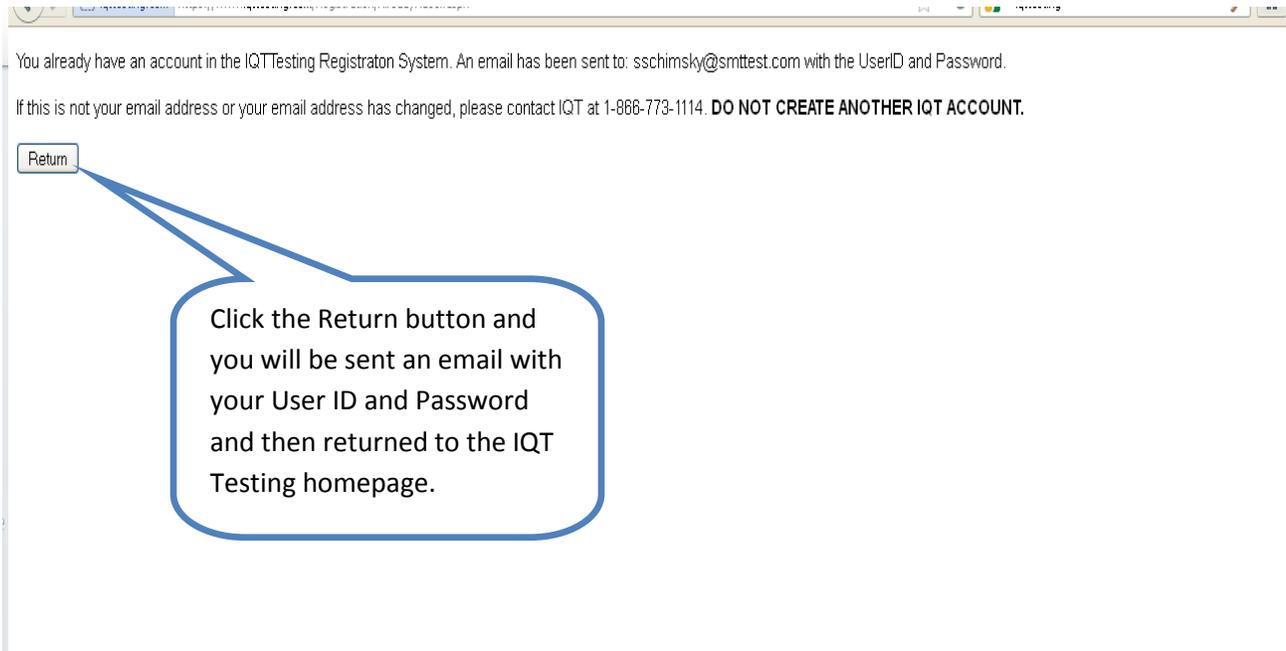
The screenshot shows the 'EXAM REGISTRATION' form with the following fields filled: First Name: Sean, Middle Name: (empty), Last Name: Colton, Address1: 25400 US, Address2: (empty), City: Clearwater, State/Province: Florida, Country: United States, Postal Code: 33763. The email address field contains 'colton@smtest.com'. A dialog box is overlaid on the form with the text: 'Email address 'colton@smtest.com' is already registered. If this is your email address, please click Login.' and an 'OK' button. A callout box points to the dialog box with the text: 'If you receive this dialogue box you are already in our system. Please call IQT, at 866-773-1114, and we will provide you with your User ID and Password you will need to schedule your exam.'

6. If you receive the below error please close all of your Browsers and follow the steps above. You can also call IQT Testing, at 866-773-1114, for assistance with the scheduling process.



The screenshot shows an error message page with the ISO-QUALITY TESTING, INC. logo at the top left. The main text reads: 'We're sorry, but an exception has occurred. The exception has been reported to our webmaster, and if the exception was due to a fault in our website it will be corrected as soon as possible. If you were registering for an examination, we suggest you try logging back in and trying again. If the problem persists please contact us at (866) 773-1114, or for international callers at (727) 733-1110.' At the bottom, there are links for 'Home' and 'Contact', and a copyright notice: '© Copyright 2002, 2003, 2004, All Rights Reserved. ISO Quality Testing, Inc. - An SMT 'Sister' Company'.

7. If you receive the below message you are already in our system and when you click the Return button you will be sent an email with your unique User ID and Password.



8. This is the email you will receive when you click on the Return button. Follow the directions in your email to purchase and schedule your CNC exam.

From: TestingServices@IQTTesting.com [<mailto:TestingServices@IQTTesting.com>]
Sent: Wednesday, January 18, 2012 11:22 AM
To: Stephen Schimsky
Subject: Already in IQTTesting System

Please proceed as follows to schedule your computerized written examination:

- 1 -- Go to our home page: www.IQTTesting.com
- 2 -- Using the option 'Exam Registration'
- 3 -- Enter your Username and Password to login. These are:

Username: sschimsky@smttest.com
Password: adjnvsld!

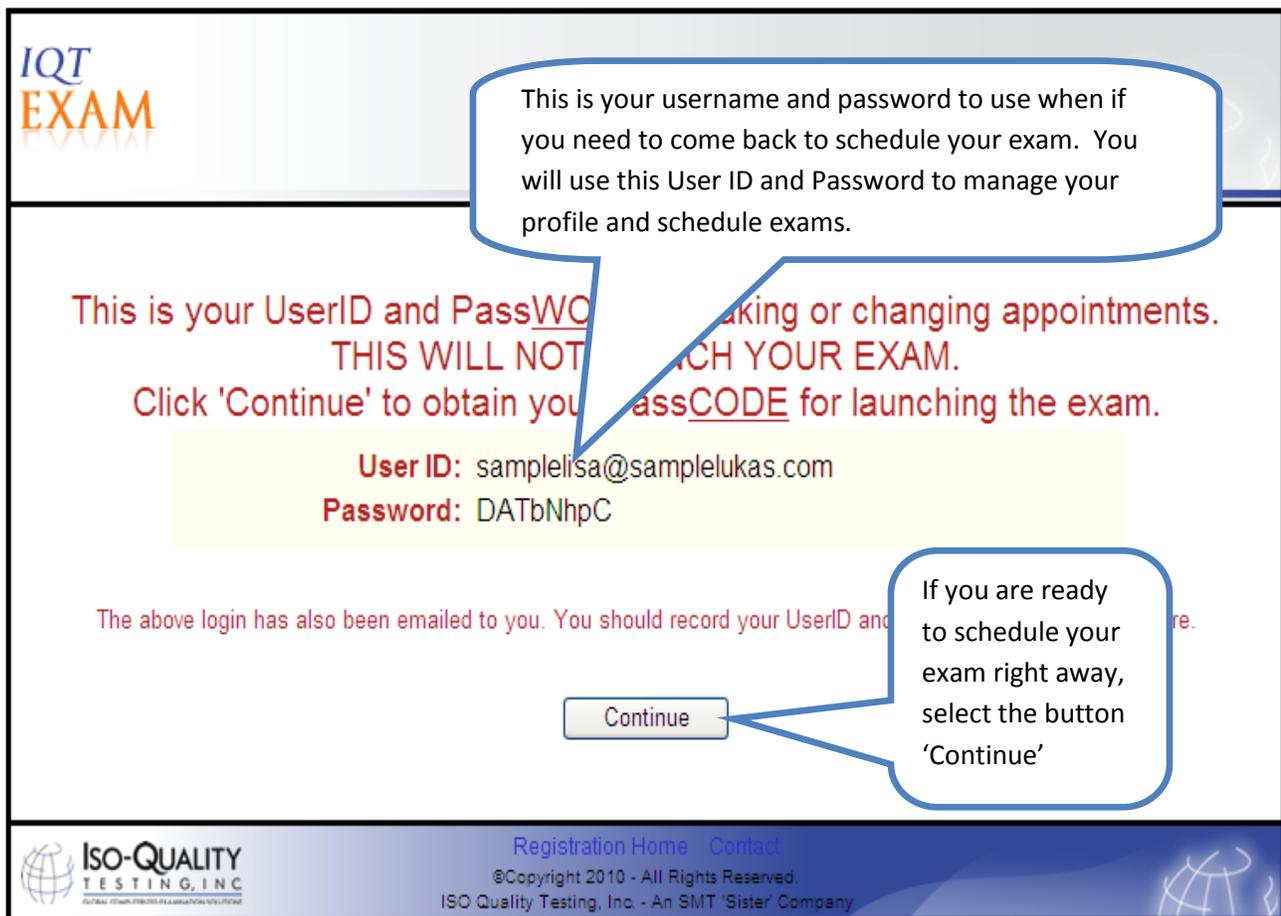
After logging onto the website, please follow the on-screen instructions to make an appointment.

Rescheduling: If you fail to show up for your examination at the scheduled time, do not have the proper identification, or do not have your admission document, you will not be allowed to sit for your exam. You will be considered a 'No-Show', your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam. However, if an issue arises that prohibits you from making it to your scheduled exam, you may reschedule prior to (5) calendar days before your scheduled exam date. You will be required to pay a rescheduling fee of \$25 to process your request.

Should you require assistance, you can click on the 'Contact Us' button on the home page and then send a message to customer service, or you may call (toll-free in USA and Canada) 1-866-773-1114, or (other countries) +1 727-733-1110.

Sincerely,

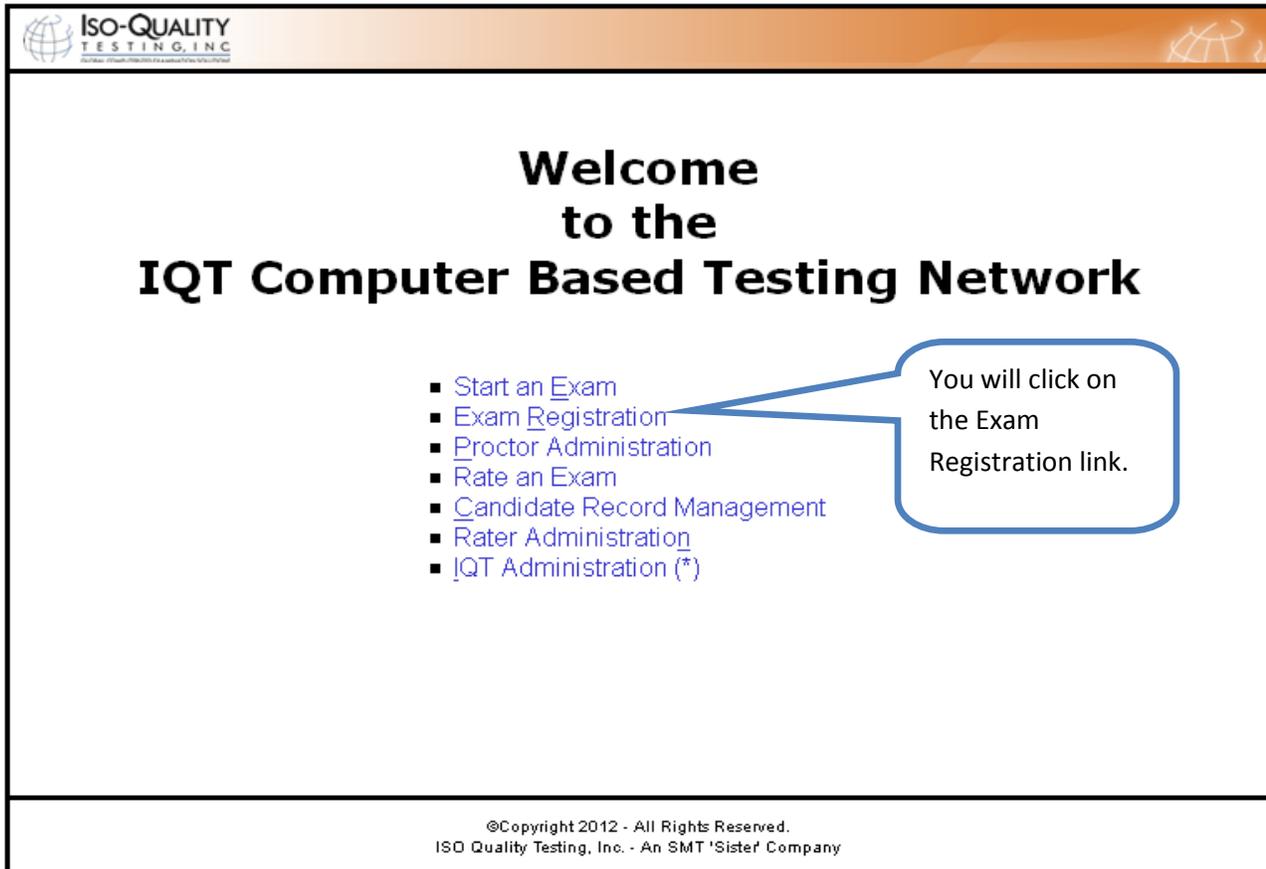
9. If you did not receive any of the above errors you will be directed to the below page. This page provides you with your User ID and Passcode. Please keep this information for future reference.



The screenshot shows the IQT EXAM login interface. At the top left is the IQT EXAM logo. The main content area contains the following text in red: "This is your UserID and PassWO... making or changing appointments. THIS WILL NOT... YOUR EXAM. Click 'Continue' to obtain your... PassCODE for launching the exam." Below this text, a yellow box displays the "User ID: samplelisa@samplelukas.com" and "Password: DATbNhpC". A "Continue" button is located at the bottom center. A blue callout box points to the User ID and Password fields, stating: "This is your username and password to use when if you need to come back to schedule your exam. You will use this User ID and Password to manage your profile and schedule exams." Another blue callout box points to the "Continue" button, stating: "If you are ready to schedule your exam right away, select the button 'Continue'". At the bottom of the page, there is a footer with the ISO-QUALITY TESTING, INC. logo, navigation links for "Registration Home" and "Contact", and copyright information: "©Copyright 2010 - All Rights Reserved. ISO Quality Testing, Inc. - An SMT 'Sister' Company".

Scheduling the Exam

1. Once you have your User ID and Password you will log onto the Iqt-Testing website, www.iqttesting.com, to schedule your exam.



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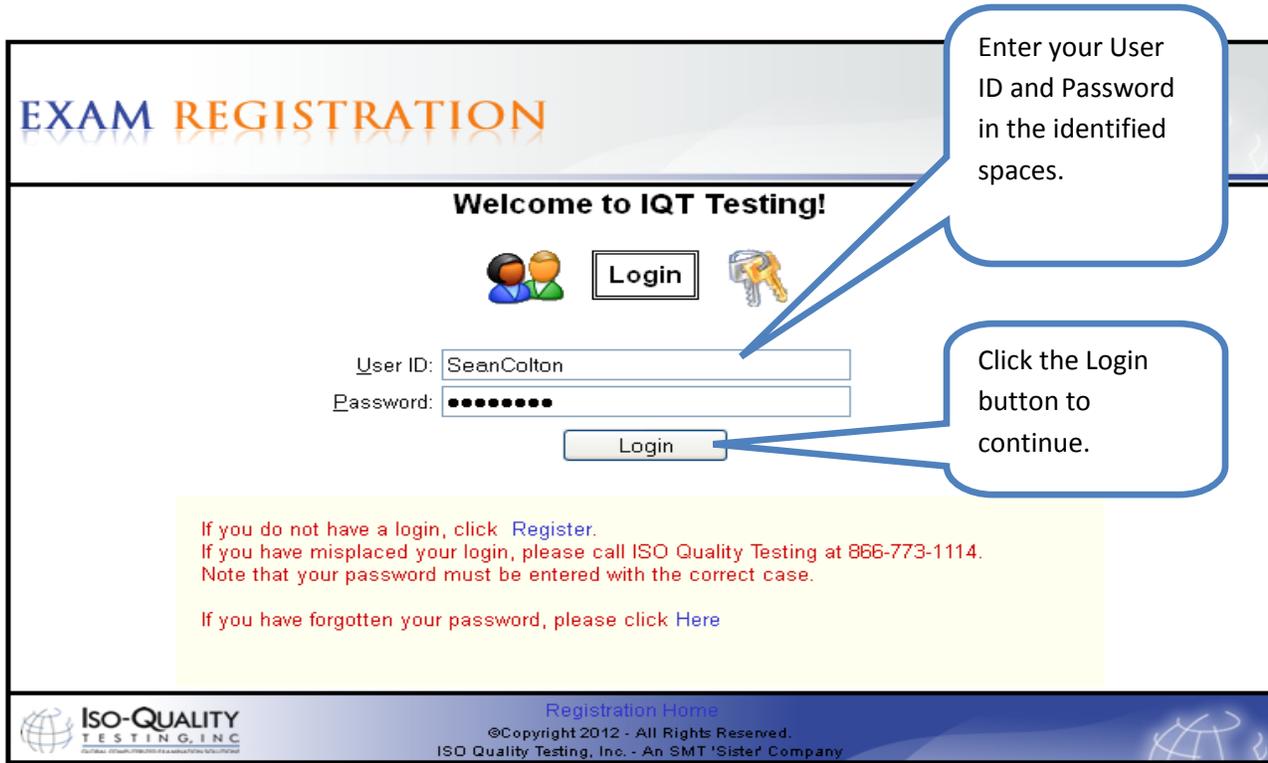
Welcome to the IQT Computer Based Testing Network

- [Start an Exam](#)
- [Exam Registration](#)
- [Proctor Administration](#)
- [Rate an Exam](#)
- [Candidate Record Management](#)
- [Rater Administration](#)
- [IQT Administration \(*\)](#)

You will click on the Exam Registration link.

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2. You will now enter your User ID and Passcode.



EXAM REGISTRATION

Welcome to IQT Testing!

 **Login** 

User ID:

Password:

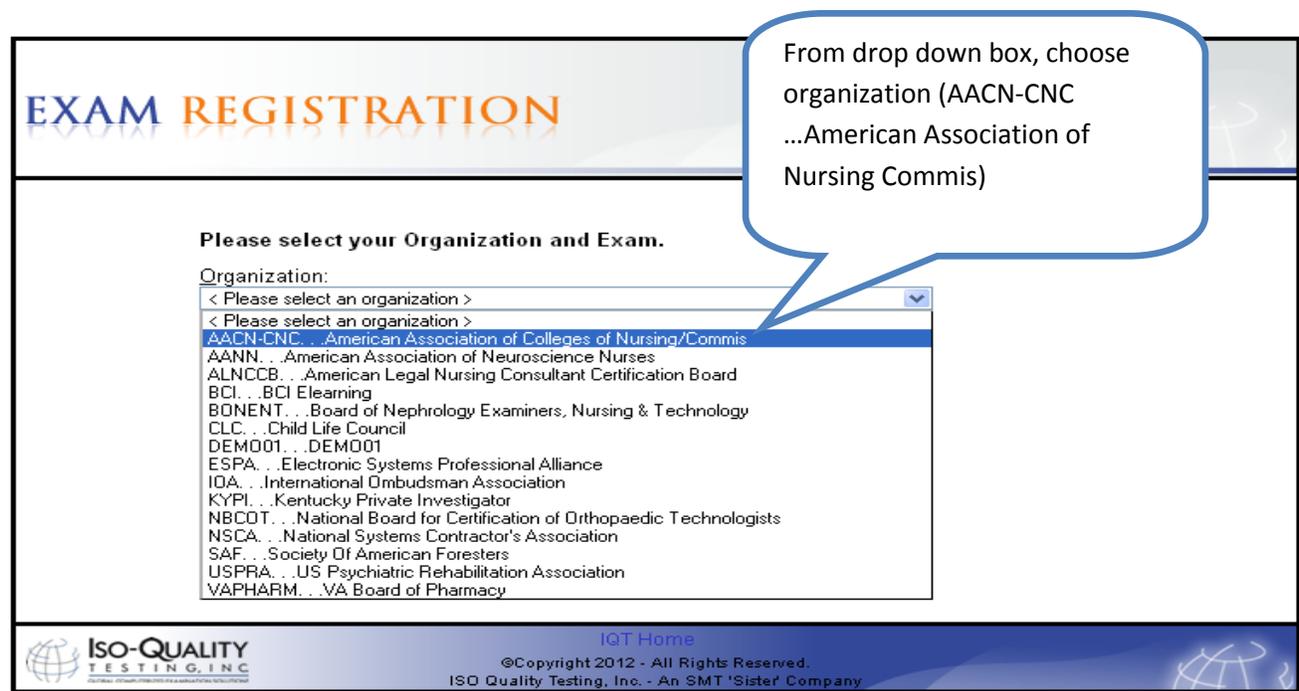
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Enter your User ID and Password in the identified spaces.

Click the Login button to continue.

3. You will select AACN-CNC American Association of Nursing Commis from the drop down.



EXAM REGISTRATION

Please select your Organization and Exam.

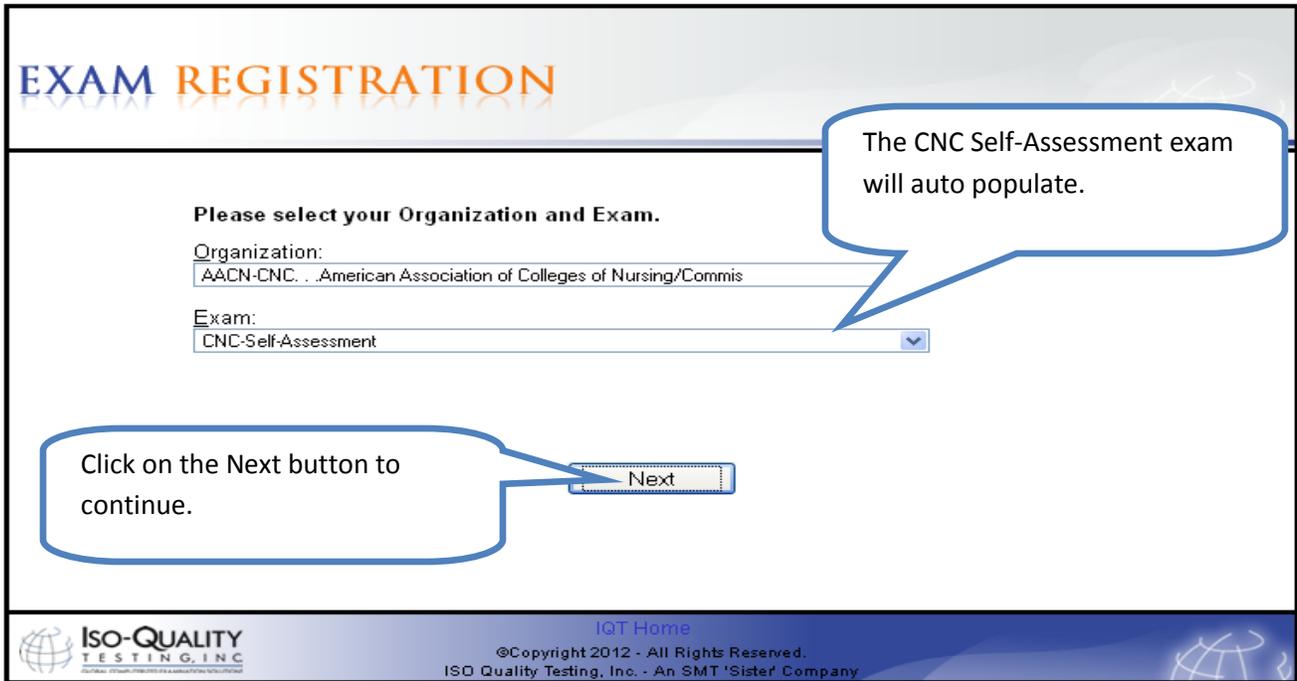
Organization:

 AANN... American Association of Neuroscience Nurses
 ALNCCB... American Legal Nursing Consultant Certification Board
 BCI... BCI Elearning
 BONENT... Board of Nephrology Examiners, Nursing & Technology
 CLC... Child Life Council
 DEM001... DEM001
 ESPA... Electronic Systems Professional Alliance
 IQA... International Ombudsman Association
 KYPI... Kentucky Private Investigator
 NBCOT... National Board for Certification of Orthopaedic Technologists
 NSCA... National Systems Contractor's Association
 SAF... Society Of American Foresters
 USPRA... US Psychiatric Rehabilitation Association
 VAPHARM... VA Board of Pharmacy

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From drop down box, choose organization (AACN-CNC ...American Association of Nursing Commis)

- You will need to ensure the correct exam is identified and click the next button to continue.



EXAM REGISTRATION

Please select your Organization and Exam.

Organization:
AACN-CNC - American Association of Colleges of Nursing/Commis

Exam:
CNC-Self-Assessment

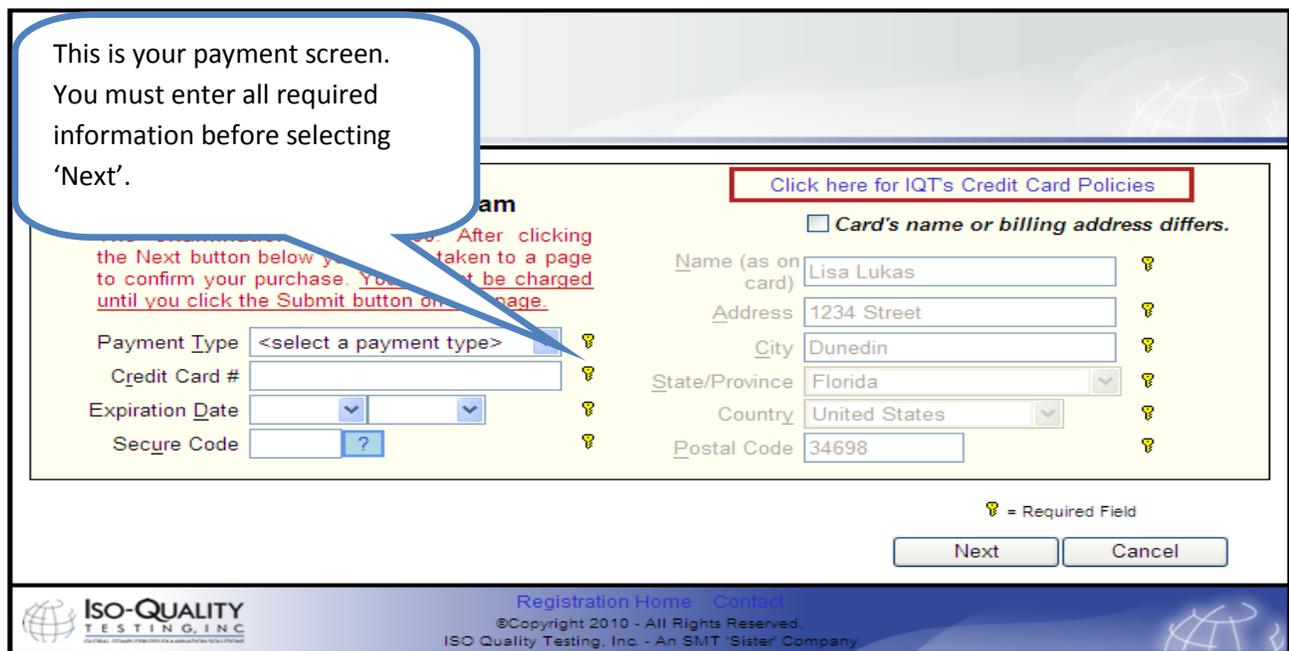
Click on the Next button to continue.

Next

The CNC Self-Assessment exam will auto populate.

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- You will now be prompted to pay for your exam. You will need to enter all information identified below.



This is your payment screen. You must enter all required information before selecting 'Next'.

Payment

Click here for IQT's Credit Card Policies

Card's name or billing address differs.

Name (as on card) Lisa Lukas

Address 1234 Street

City Dunedin

State/Province Florida

Country United States

Postal Code 34698

Payment Type <select a payment type>

Credit Card #

Expiration Date

Secure Code

? = Required Field

Next Cancel

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6. Once the information has been entered you will click the Next Button.

[Click here for IQT's Credit Card Policies](#)

Exam CNC Practice Exam

The examination fee is \$50. After clicking the Next button below you will be taken to a page to confirm your purchase. You will not be charged until you click the Submit button on that page.

Card's name or billing address differs.

Payment Type <input type="text" value="Visa"/>	Name (as on card) <input type="text" value="Lisa Lukas"/>
Credit Card # <input type="text" value="123415694561"/>	Address <input type="text" value="1234 Street"/>
Expiration Date <input type="text" value="Jan"/> <input type="text" value="2014"/>	City <input type="text" value="Dunedin"/>
Secure Code <input type="text" value="123"/> <input type="text" value="?"/>	State/Province <input type="text" value="Florida"/>
	Country <input type="text" value="United States"/>
	Postal Code <input type="text" value="34698"/>

 = Required Field

Once the above information has been entered you will click on the Next button to continue.

7. You will need to confirm the information on this screen and agree to the IQT Examination Agreement terms prior to scheduling the exam.

Confirm Your Examination Purchase

CNC Practice Exam

<p>Candidate: Lisa Lukas edit</p> <p>1234 Street Dunedin, FL 34698 United States samplelisa@samplelukas.com SSN: 000-000-0000</p>	<p>Payment: Visa edit XXXX-XXXX-XXXX-9010</p> <p>Amount: \$50.00</p> <hr/> <p>Exam Time: Anytime</p> <p>Location: Unrestricted (any computer with internet access and Internet Explorer)</p>
--	--

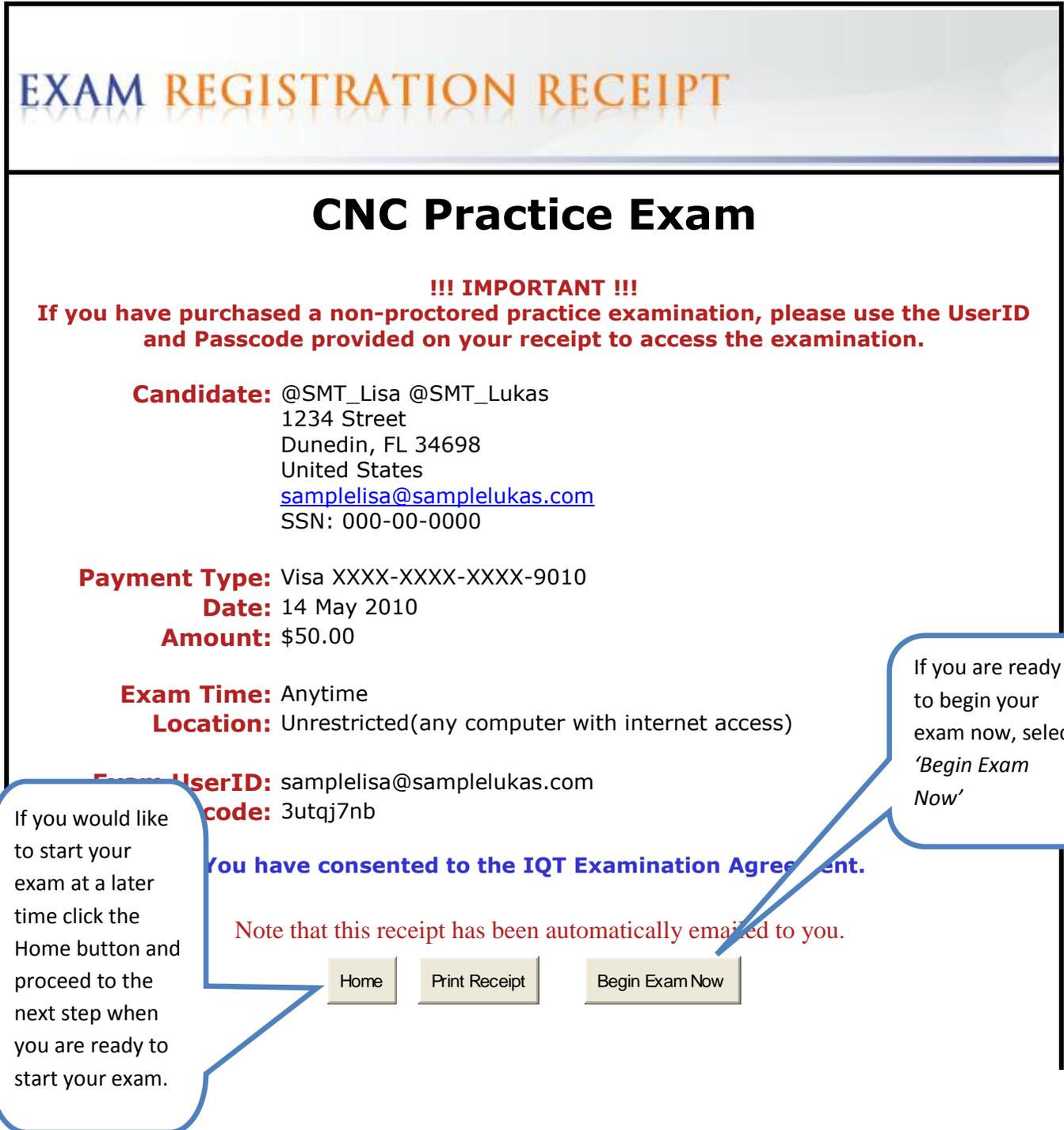
I agree to the [IQT Examination Agreement terms](#).

I understand by clicking on 'Submit' that this is an electronic signature unique to me, and to pay the total amount listed above for examination fees. I further understand that this will appear as 'IQT Examinations' on my credit card statement, and that if I should reject these charges with my credit card company, IQT has the right to withhold the reporting of my examination results from the Sponsoring Agency, and shall revoke any credentials that may have been issued as a result of the examination. I also understand that I may be required to pay a rescheduling or cancellation fee to process my request.

You will need to agree to the IQT Examination Agreement prior to clicking the Submit button or taking the exam.

Once you agree to the terms and reviewed the information on this page you will click the submit button to process your payment.

8. The next window will bring up your Admission Letter/Receipt. This includes your username and passcode to log into the exam. Top of Form



EXAM REGISTRATION RECEIPT

CNC Practice Exam

!!! IMPORTANT !!!
If you have purchased a non-proctored practice examination, please use the UserID and Passcode provided on your receipt to access the examination.

Candidate: @SMT_Lisa @SMT_Lukas
1234 Street
Dunedin, FL 34698
United States
samplelisa@samplelukas.com
SSN: 000-00-0000

Payment Type: Visa XXXX-XXXX-XXXX-9010
Date: 14 May 2010
Amount: \$50.00

Exam Time: Anytime
Location: Unrestricted(any computer with internet access)

Exam UserID: samplelisa@samplelukas.com
Passcode: 3utqj7nb

You have consented to the IQT Examination Agreement.

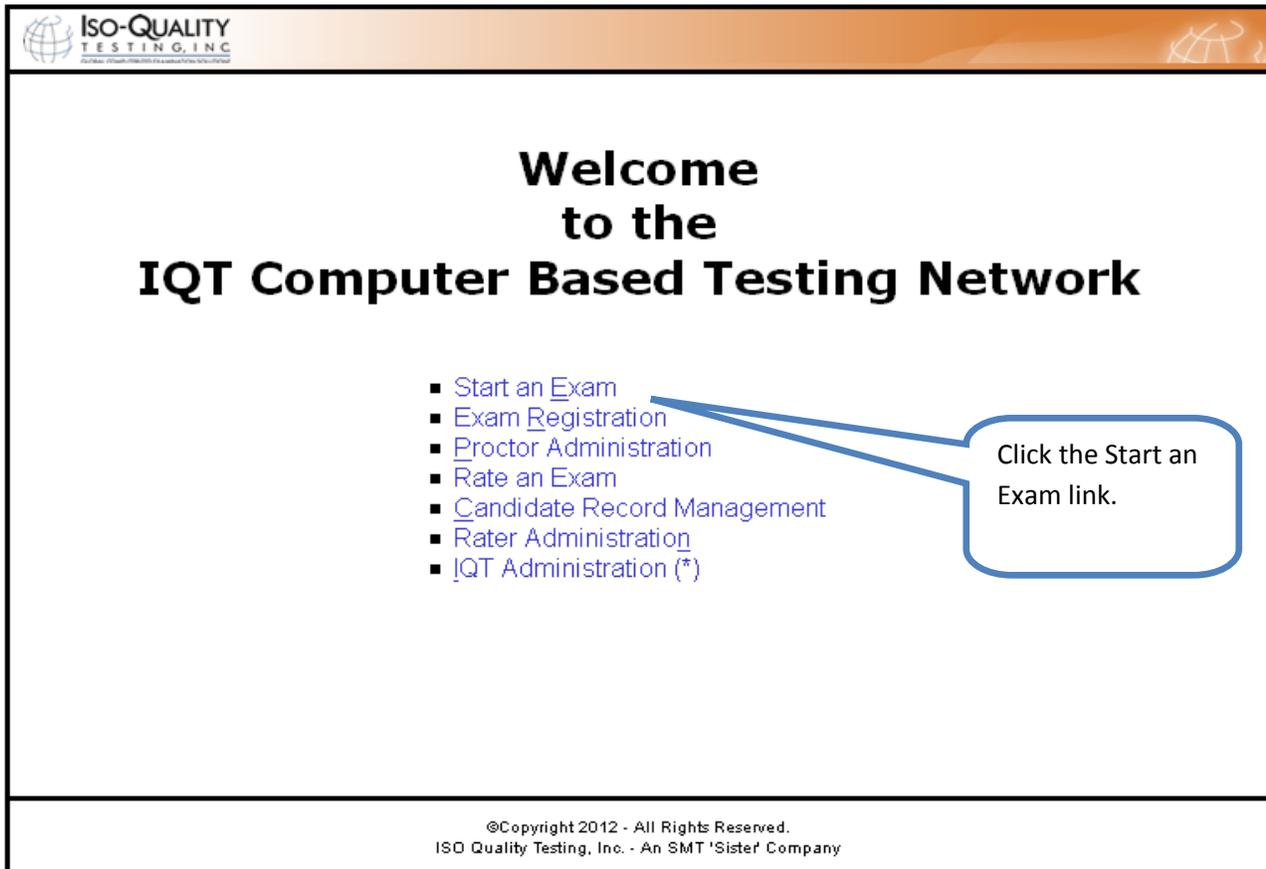
Note that this receipt has been automatically emailed to you.

Callout 1 (left): If you would like to start your exam at a later time click the Home button and proceed to the next step when you are ready to start your exam.

Callout 2 (right): If you are ready to begin your exam now, select 'Begin Exam Now'

Taking the Exam

1. When you are ready to take the exam you will log back onto the IQT Testing webpage, at www.isoqualitytesting.com .
2. This time you will select the first link Start an Exam.



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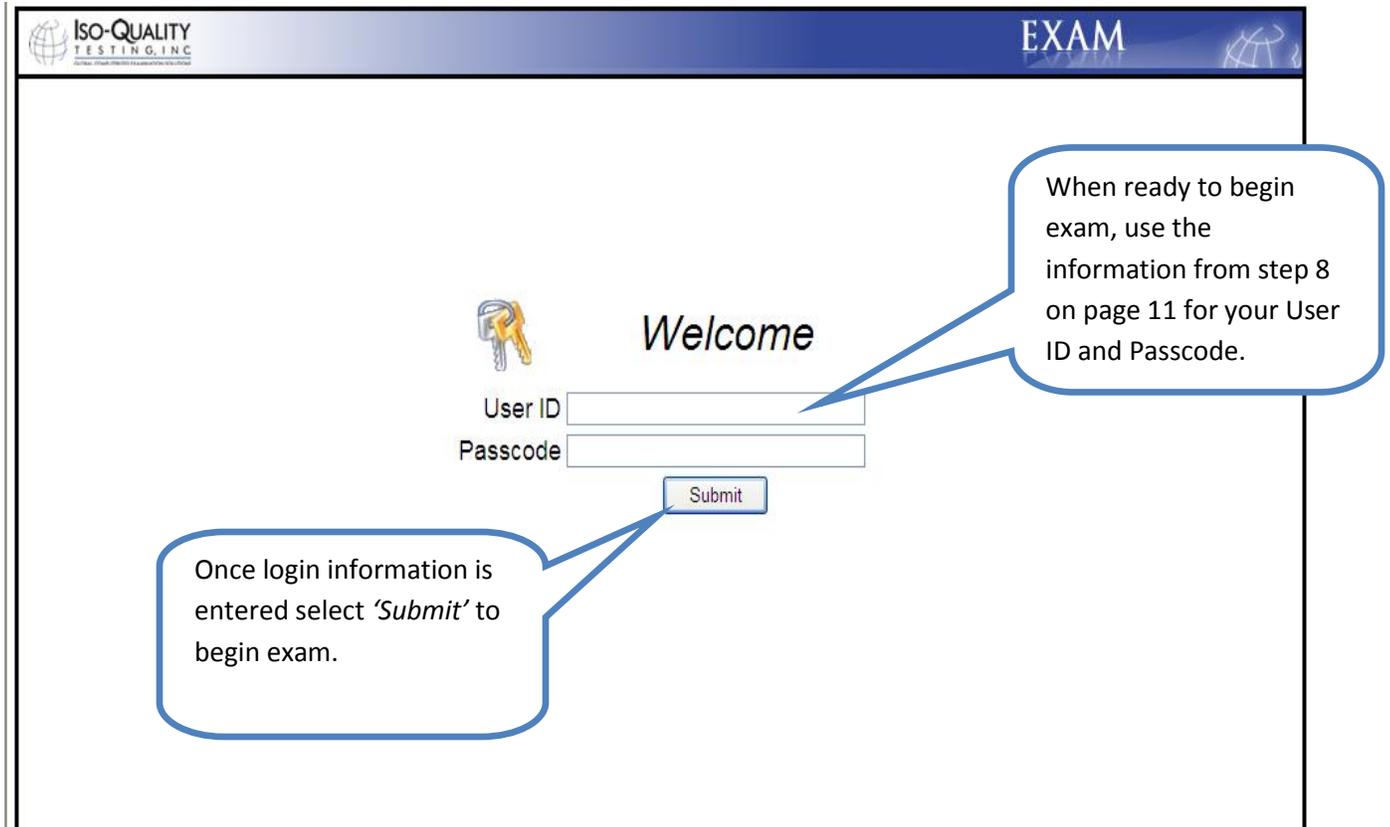
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- [Exam Registration](#)
- [Proctor Administration](#)
- [Rate an Exam](#)
- [Candidate Record Management](#)
- [Rater Administration](#)
- [IQT Administration \(*\)](#)

Click the Start an Exam link.

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3. You will now enter the User ID and Passcode, from your Exam Registration Receipt, you received in step 8 from Scheduling an Exam.



ISO-QUALITY TESTING, INC. EXAM

 **Welcome**

User ID

Passcode

Once login information is entered select 'Submit' to begin exam.

When ready to begin exam, use the information from step 8 on page 11 for your User ID and Passcode.

4. This will launch your exam.

If you have any issues please do not hesitate to contact us here at Iso-Quality Testing (IQT) at 866-773-1114.