

ChargePoint Training & Certification

How to Register and Take the Certification Exam

This guide provides detailed step-by-step instructions to help you create an account, register, and complete your online certification exam.

Registration

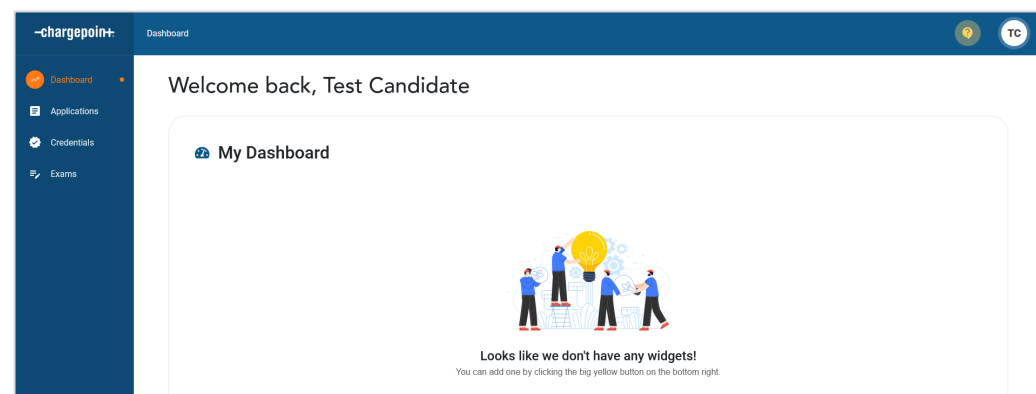
Proceed to the next section if you have an existing installer account.

1. Navigate to the [ChargePoint Training & Certification Page](#).
2. Select *Visit the certification hub* to access the certification exams.
3. If you already have a ChargePoint Installer Account, use your existing email and password to log in.
4. If you do not have an existing account, click the **Sign-Up** link to navigate to the registration page.
5. Complete all required fields to create an account:
 - Fill out personal information.
 - Verify account & phone number via text message.

The image shows three screenshots of the ChargePoint web interface. The top left screenshot is the 'CHARGEPOINT UNIVERSITY' page with a link to 'Visit ChargePoint University' and a note to 'Select and complete microcredentials.' The top right screenshot is the 'Visit the certification hub' page with a link to 'Visit the certification hub' and a note to 'Register for exams and view certification status.' The bottom screenshot is the 'Create Your Field Technician Account' form, which includes fields for First Name, Last Name, Email, Username, Password, Confirm Password, and Country (set to United States). It also has a checkbox for 'I have read and agree to the Privacy Policy and Terms of Service' and 'Back' and 'Next' buttons.

Access the Candidate Dashboard

6. Navigate to chargepoint.prolydian.com and log in if prompted.
7. You will be navigated to the Candidate Dashboard.



Register for the Exam

8. In the vertical menu, select **Applications** → **My Applications**.
9. Click **Apply Now** to select an exam application.
10. Select your country and click **Apply** to start exam registration.
11. Complete exam registration by providing payment information or a voucher.
12. Click **Complete Payment** to proceed.
13. Click **Submit** to complete your application after payment is processed.
14. You can find your submitted application and its status on the **My Applications** screen.

The screenshot shows the ChargePoint dashboard with the 'My applications' menu item highlighted. An 'Apply now' modal is open, displaying a list of organizations with 'ChargePoint' selected. Below the modal, the 'Payment' section is visible, showing the application cost of \$175.00 and a 'Complete payment' button.

Navigate to the Exam

15. In the vertical menu, select **Exams** → **My Exams**.
16. Review the Terms and Conditions. Click **Accept** to continue.
17. After accepting the TOCs, the **Launch Exam** button will become available.

The screenshot shows the 'My exams' section of the ChargePoint dashboard. It displays the 'ChargePoint AC Certification Exam' with a 'REGISTRATIONS' section. Below this, there is a 'Launch exam' button and a 'Read/Accept Terms and Conditions' button.

Complete Pre-flight Checks

18. After launching the exam, Rosalyn proctoring software will display a welcome screen with the next steps.

If Rosalyn is not installed, you will be prompted to [download the package](#). Follow the prompts to download and install the software.

19. Users will be guided through a pre-flight check process before the exam:

- Verify the candidate's hardware (mic, camera, and other requirements).
- Verify that no disallowed applications are running.
- Verify the candidate's identity by scanning a Photo ID.
- Give consent for biometrics collection.



Rosalyn provides real-time chat to assist you with any issues.

20. Follow the prompts on the screen to complete all pre-flight checks.



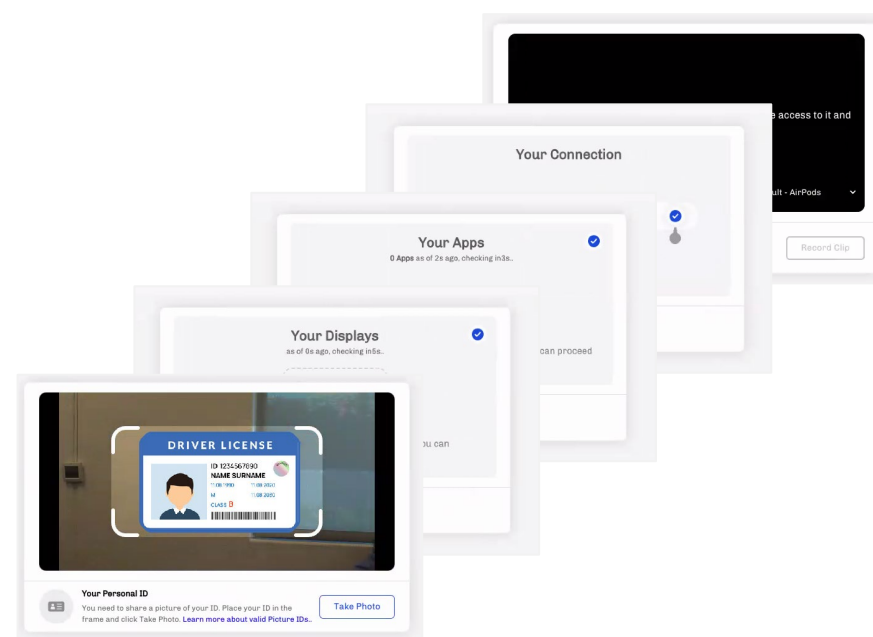
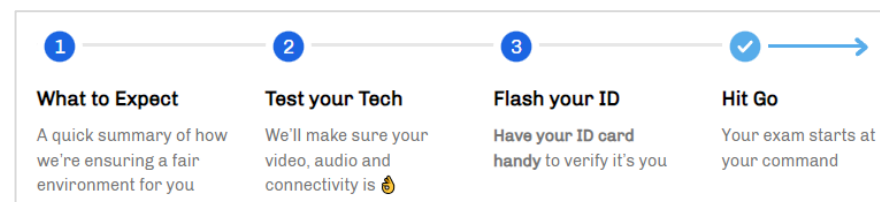
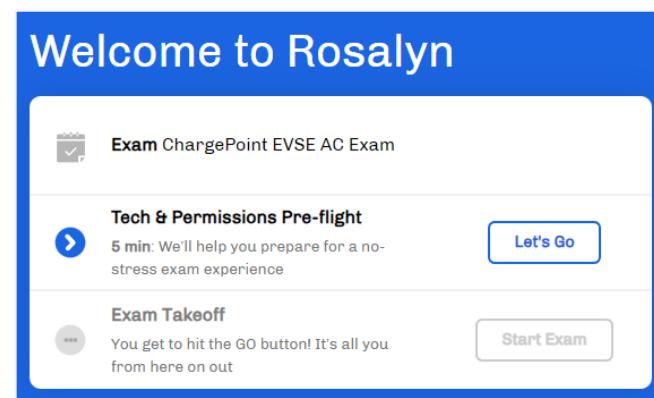
21. After completing all pre-flight checks, click **Start Exam** to proceed.



22. Please wait for the exam to load. Click **Proceed** when ready.



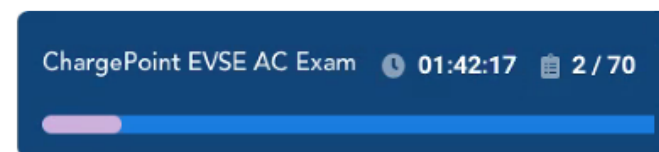
The exam may take up to 10 minutes to finish loading. Please do not close the window, or you will be required to repeat the pre-flight check process.



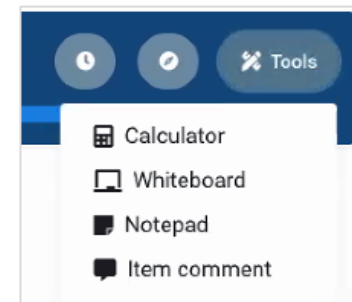
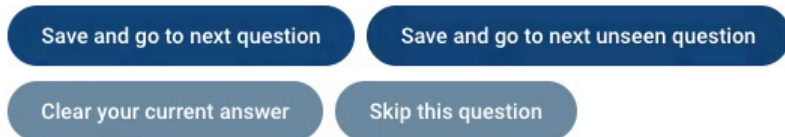
Take the Exam

23. After the exam loads you will be presented with the exam interface:

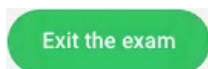
- Exam progress bar & timer
- Exam tools (calculator, notepad, whiteboard, & comments)



24. Throughout the exam, you can **Move** through the questions, **Skip** questions, and mark questions for **Review**. Questions marked for review will be available to revisit.

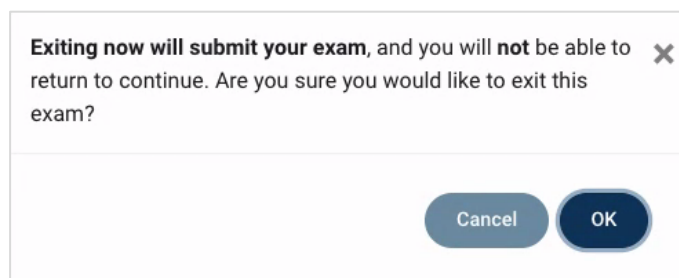


25. Once you are ready to complete the exam, you will be presented with a summary screen. Click **Exit the exam** button to submit your results.



26. Confirm exam submission. You will be unable to return to the exam after this step.

You will receive an email confirming the receipt of your exam.
Your exam score and results will be emailed to you within 24 hours.



Please reach out to certification@chargepoint.com if you have any questions about becoming certified with ChargePoint.