

ChargePoint Training & Certification

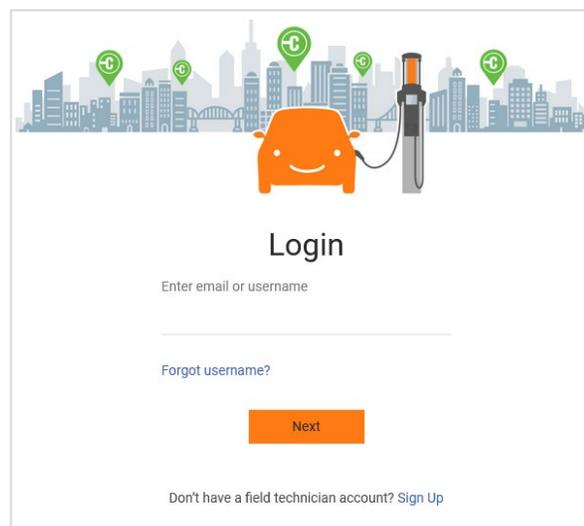
How to Register and Take the Certification Exam

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

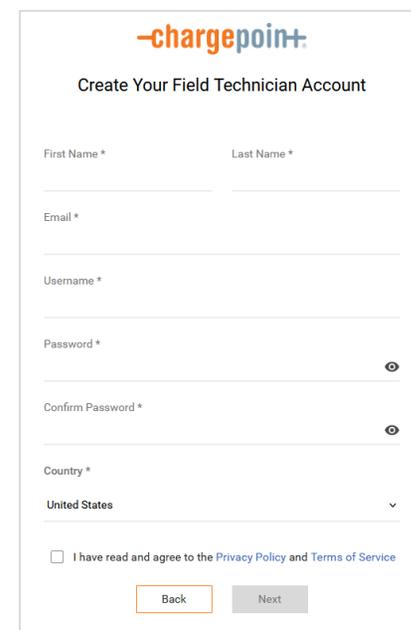
Registration

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

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



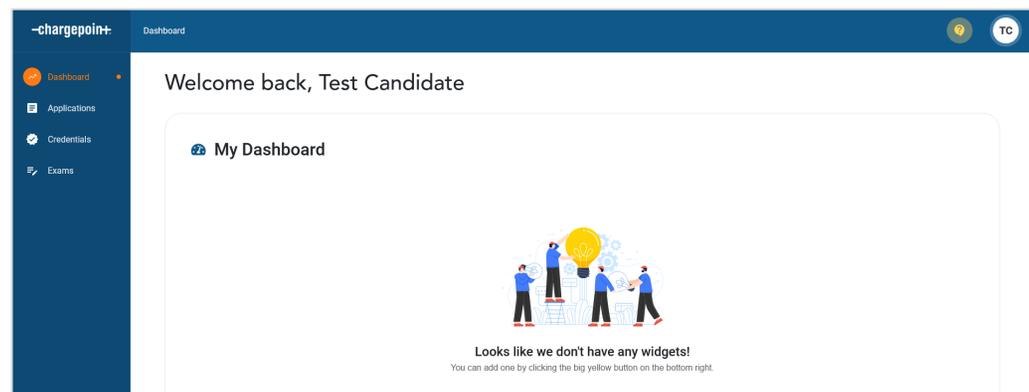
The login page features a header with a city skyline and several green ChargePoint location pins. In the center, there is an illustration of an orange car plugged into a charging station. Below the illustration, the word "Login" is displayed in a large, bold font. Underneath, there is a text input field labeled "Enter email or username". A link for "Forgot username?" is positioned below the input field. A prominent orange "Next" button is centered below the input field. At the bottom of the page, there is a link that reads "Don't have a field technician account? Sign Up".



The registration page has a header with the ChargePoint logo and the title "Create Your Field Technician Account". It contains several form fields: "First Name *" and "Last Name *" (two separate input fields), "Email *" (one input field), "Username *" (one input field), "Password *" (one input field with an eye icon for visibility), and "Confirm Password *" (one input field with an eye icon). Below these fields is a "Country *" dropdown menu currently set to "United States". At the bottom, there is a checkbox labeled "I have read and agree to the Privacy Policy and Terms of Service". Two buttons, "Back" and "Next", are located at the bottom right of the form.

Access the Candidate Dashboard

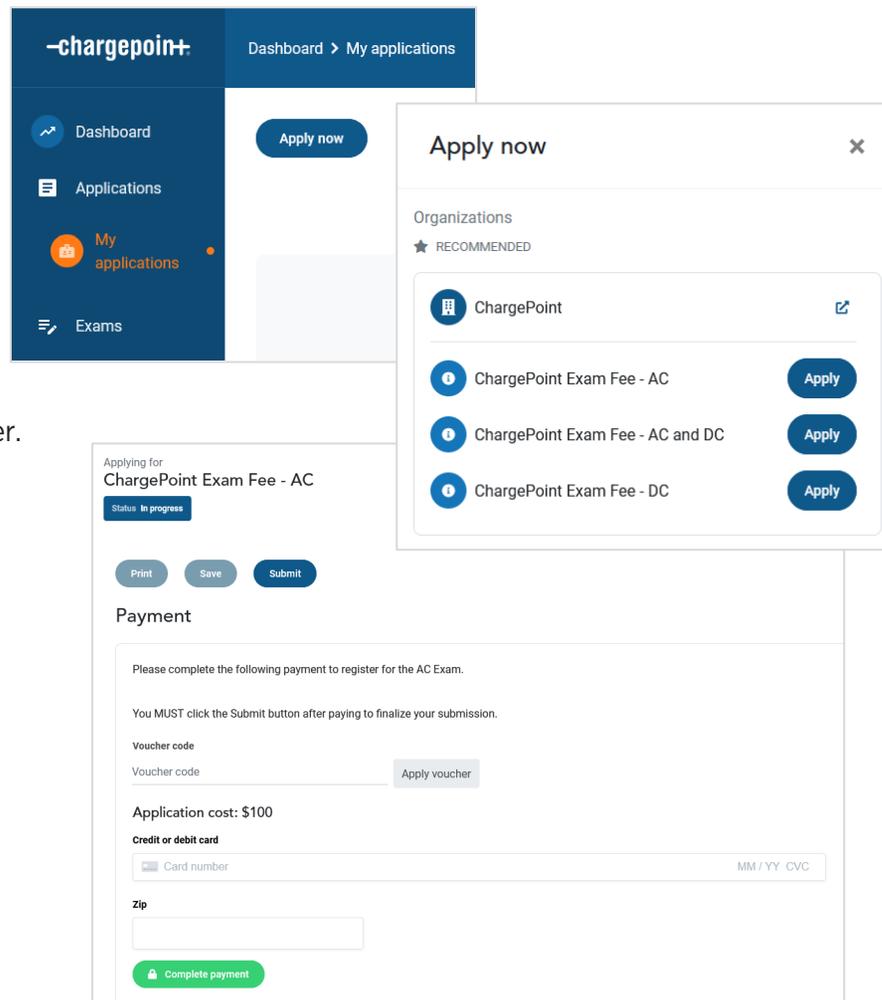
5. Navigate to chargepoint.prolydian.com and log in if prompted.
6. You will be navigated to the Candidate Dashboard.



The dashboard has a dark blue header with the ChargePoint logo, the word "Dashboard", and a "TC" icon. A sidebar on the left contains navigation links for "Dashboard", "Applications", "Credentials", and "Exams". The main content area displays a welcome message: "Welcome back, Test Candidate". Below this, there is a section titled "My Dashboard" which contains an illustration of three people around a lightbulb. At the bottom of the dashboard, there is a message that reads: "Looks like we don't have any widgets! You can add one by clicking the big yellow button on the bottom right."

Register for the Exam

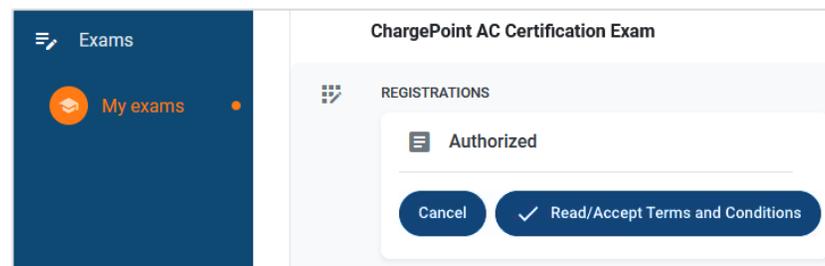
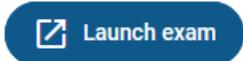
- In the vertical menu, select **Applications** → **My Applications**.
- Click **Apply Now** to select an exam application.
 
- Select the desired exam and click **Apply**.
 
- Complete exam registration by providing payment information or a voucher.
- Click **Complete Payment** to proceed.
 
- Click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



Navigate to the Exam

- In the vertical menu, select **Exams** → **My Exams**.
- Review the Terms and Conditions. Click **Accept** to continue.
 

- After accepting the TOCs, the **Launch Exam** button will become available.



Complete Pre-flight Checks

17. 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.

18. 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.

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



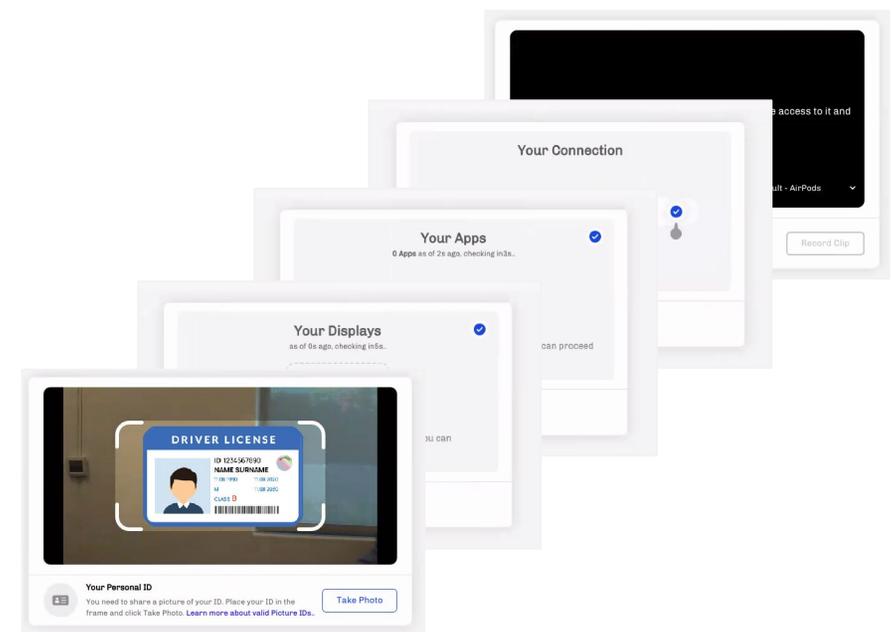
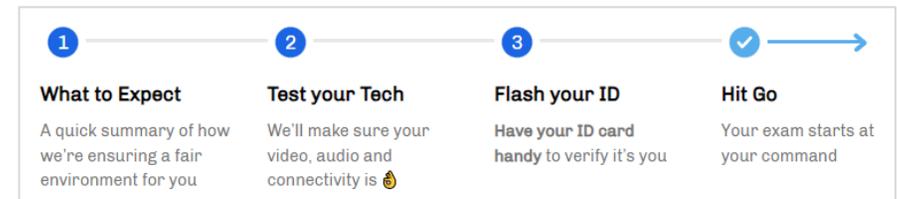
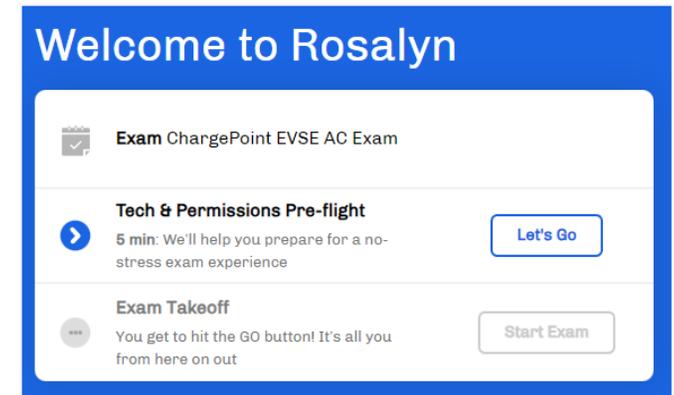
20. After completing all pre-flight checks, click **Start Exam** to proceed.



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



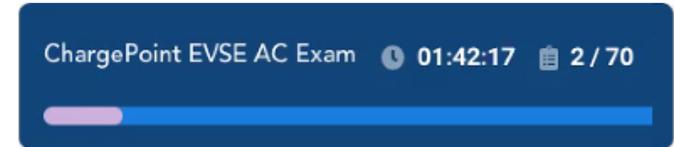
The exam may take up to 10 minutes to finish loading. Please do not close the window, or you will be required to repeat the pre-flight check process.



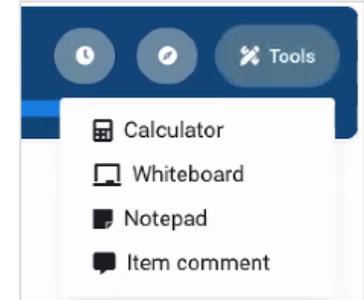
Take the Exam

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

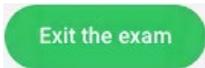
- Exam progress bar & timer
- Exam tools (calculator, notepad, whiteboard, & comments)



23. 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.



24. 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.



25. 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.

