

8610 Emergency Medical Responder - U

Candidate Exam Fee: \$35

Required Documentation:

- Original Training Verification Form completed & signed by training Instructor
 - Once reservation is scheduled through ProctorU, you must upload a copy of the form to: [File Upload](#)
- Valid state-issue driver's license or ID card issued by U.S. government entity including school ID with picture or tribal-issued ID
- Completed Candidate Information form – see page below for fillable form
 - Once reservation is scheduled through ProctorU, you must upload a copy or picture of your completed Candidate Information form to: [File Upload](#)

Assistance with the Process or Questions:

- If you have any questions, please contact us at the following:
 - Email: cttc@careertech.ok.gov
 - Phone: (405) 743-5160, (405) 743-5192, (405) 743-6842, (405) 743-5407

Instructions to take the 8610 Emergency Medical Responder - U exam:

1. Create an account with ProctorU (*if you have not already done so*)
<https://go.proctoru.com/registrations>
2. Verify your system meets the requirements necessary to test. [ProctorU System Test](#)
 - Make sure you have downloaded the ProctorU extension for Chrome or Firefox
[Download the ProctorU Chrome Extension](#) or [Download the ProctorU Firefox Extension](#)
3. Schedule an exam through ProctorU to create your reservation 72 hours in advance.
<https://go.proctoru.com/students/exams/select>
 - Make sure you have received the signed Training Verification Form before creating a reservation.
4. Download and complete your Candidate Information Form found on the next page. If you are unsure of the information being requested, please contact us at the information listed above
5. Upload a copy of your Original Training Verification Form completed/signed by training Instructor & Candidate Information Form to: [File Upload](#) . We will share the document back to you with signatures for your testing results.
6. Once we have verified your documents, you will receive a username & password to test from cttc@careertech.ok.gov. If you have not received a login the day before you are scheduled to test, please contact us at the information listed above.
7. Sign-in to your account at the time/day of your reservation
8. Make sure to have your completed Candidate Information form ready to help you fill-in the registration screens before the test begins. There is specific information we must collect that is required by the agency providing the certification/licensure.
9. Click on Start Session
10. You will be guided through the automated computer check and identity Verification process
11. You will be required to accept the ProctorU security screen
12. You will be prompted to share your screen and is required
13. You will take your photo, show your government issued ID, and answer identity-validating questions.
14. You will then download/run the LogMeIn applet
15. You will then begin your exam
16. A link will be provided at the end of the exam to **print your score report**. Please do so before disconnecting.



CANDIDATE INSTRUCTIONS AND INFORMATION SHEET - ProctorU

EMERGENCY MEDICAL RESPONDER

In the candidate window, enter the information below.

At the beginning of the exam, you will need to enter additional registration information that is required by the credentialing agency.

If this information is not entered correctly, you may not receive your credential from the issuing agency!

FIELD NAME		INSTRUCTIONS
1. First Name:		Enter all information required for this exam as shown on the training verification form.
2. Last Name:		
3. Candidate's full SSN		
4. 3-digit Training Program ID or Name		
5. 2-Digit HCP Test Site Code (i.e. 25)	00	
6. Course Authorization Number		
7. Candidate Email		