

Private Security Phases I – IV & Bail Enforcer

Candidate Exam Fee: \$35 – Phases I-IV & \$50 – Bail Enforcer

Required Documentation:

- Certificate of Completion from [CLEET-approved training program](#)
 - Once reservation is scheduled through ProctorU, you must upload a copy/picture 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 any of the Private Security or Bail Enforcer exams:

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 your Certification of Completion from a [CLEET-approved training program](#) 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 Certification of Completion & Candidate Information Form to: [File Upload](#)
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

PRIVATE SECURITY and BAIL ENFORCER

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.
2. Last Name:		
3. Address:		
4. City:		
5. State:		
6. Zip Code:		
7. Candidate's full SSN		
8. 2-Digit HCP Test Site Code (i.e. 25)	00	
9. Candidate Email (Required for ALL):		