

---

# Important Information About Your Online Final Exam

---

**1. You must tell us you want to take the final exam online.**

We do not automatically assign passwords to every student. You must submit your Final Exam Request by e-mail, fax, or mail. Please read the Instructions for Scheduling Your Final Exam for more information.

**2. We will e-mail your exam instructions and passwords to the e-mail address you provide.**

It can take us a few days to process your paperwork, so you should check your e-mail at least once a day.

**3. We will sign you up for all of your final exams at one time, in the order that you choose.**

**4. You may only take an exam if the 18-day requirement for the course has passed.**

Please review the License Qualifying Courses: Required Timeline for more information.

**5. Once you have your passwords, you may log in to check your exam availability.**

If you are eligible to take an exam, there will be a link labeled “Available” next to the exam listed. If you are not yet eligible to take an exam, the link will say “Not Yet Eligible” and the date you will become eligible will be listed.

**6. You can take the final exam anytime and anywhere.**

The exam is given by the computer, so we don't have to be in the office. Our computer is on 24 hours a day, 365 days a year.

**7. The final exam is 100 questions long, multiple-choice, and open-book.**

You have 2-1/2 hours to answer all of the questions.

**8. You must complete the final exam in one sitting.**

If you turn off the exam before you finish, you will need to contact our office to reset the exam and you will have to start the exam over from the beginning.

**9. You will be notified at the end of your final exam that you have passed.**

You will receive an e-mail with a link to your Certificate of Course Completion. We recommend that you print *two* copies of your certificate. Send one copy to the BRE and keep one copy for your records. The certificate will remain available every time you log in to the exam system.

**If you do not want to take your Final Exam online, read the *Instructions for Scheduling Your Final Exam* and submit the *Final Exam Request Form* with your exam administrator's name and address.**