

# ALOA Computer Based Testing

## Overview and Instructions

ALOA is pleased to introduce our newest education partner, Castle Worldwide, delivering ALOA certification testing throughout the US and Canada.

Founded in 1987, Castle Worldwide is one of the nation's leading certification and licensure testing companies. Located in Research Triangle Park, North Carolina, Castle Worldwide offers more than 430 Internet-based test centers in the U.S. and Canada. Our newest partnership offers widespread accessibility to our members by providing you with the convenience to continue your ALOA certification without traveling far from their neighborhoods. Testing centers are located in classrooms, universities, and community colleges throughout the world. Go to [https://www.castleworldwide.com/mainsite/ibtsites/default\\_v1.aspx#1](https://www.castleworldwide.com/mainsite/ibtsites/default_v1.aspx#1)) for a list of cities that have testing centers

Castle Worldwide testing rooms generally have between 2 to 20 workstations and are equipped with standard hardware used for testing centers. Testing centers are open Monday through Saturday, with testing hours generally available from 8:30 am to 5:30 pm. Each test site schedules their own test dates each month, and additional testing dates may be added in order to meet demand.

### Scheduling a computer-based testing session

Upon approval of your application, you will be notified of your eligibility to sit for the examination. The Notice to Schedule will provide you with a username, password, and directions on how to schedule a testing session. CASTLE will do its best to accommodate your test site and date request. These are filled on a first-come, first-served basis, based on test center availability. You must register for testing within 90 days of receiving your eligibility notice. Please note that your actual testing date does not have to fall within this 90-day period. If you do not register for testing within 90 days of receiving your eligibility notice, your username and password will expire, and you will have 30 additional days to reactivate your eligibility for a fee of \$50. If you do not reactivate your username and password after the 30-day period, you forfeit all fees paid, and you must reapply to take the examination.

This new ALOA Computer Based Testing program is now available through the ALOA Store:

[www.aloa.org/store](http://www.aloa.org/store)

### Here are the steps to participate in the ALOA Computer Based Testing program:

1. Login to the ALOA Store
2. Select PRP/STPRP and then select PRP Exams
3. Select the exam package that is applicable.
4. Select the exams that you want to sit for
5. Follow the prompts to check out of the store
6. Once you have checked out of the store, you will be sent a confirmation of your purchase listing the exams that you have purchased.
7. ALOA will verify your eligibility for the exams selected and forward the confirmation to **CASTLE**
8. You will receive a **Notice to Schedule** from **CASTLE** with a username and password and the URL address/web link to the test scheduling system
9. You can then access the online test scheduling system through the hot link or URL address provided in the **Notice to Schedule** and enter your username and password to begin the test scheduling process
10. Choose the city in which you want to test from a drop-down menu of available sites
11. Upon choosing the location, you will see a drop down menu of available testing dates and times for that particular location
12. Select the date and time preferred
13. Within 3 business days, you will receive a confirmation e-mail containing your:
  - a. exam date
  - b. exam time
  - c. exam site address
  - d. candidate password
  - e. link to a sample test