## HOW TO USE CERTIFYTEACHER.COM FOR EFFECTIVE TEST PREPARATION

Although you can use this readiness review in a number of ways, we recommend that you approach the modules of the program in the sequence shown below. After you've entered your credentials and log in:

1. A message will appear instructing you to begin by taking a baseline exam in Exam Mode. Click OK to continue.

2. Select Exam Mode to submit to an initial full length test.

3. When prompted subscribe to the Study Plan Tracker by clicking "Yes, I'm in."

4. Once you enter your exam you select your answer choice for each question item and click NEXT to continue through the exam.

5. Once you've reached the last question item select END EXAM.


And then Score on the Review Your Answers page:

6. Your personalized Score Report will provide you with detailed information to help you identify your strengths and weaknesses - allowing you to target your areas of deficiency.


## 7. Select Study Plan (at bottom of the Score Report page)

- It will take you to the Study Plan Tracker page
- Complete the Assignments listed in the Study Plan Tracker by Selecting GO next to the assignment.



- You are taken to the Study Mode page where your competency selection is already done for you. Simply hit the blue PROCEED button at the bottom to begin your assignment.

- Review the explanatory commentaries for all questions on the test ----correct and incorrect answers --- as they may contain information that might answer another question on the real test. Click SEE EXPLANATION on each study item.
- When you've completed your assignment click Score Quiz on the bottom right.


8. The next step is to visit the Flashcards area to drill your knowledge on key educational concepts.

9. Once you've completed all assignments in the Study Plan Tracker you can take another full length exam in Exam Mode. You should see improvement on your scores from the initial exam and a new study plan will be generated based on these scores.

Repeat this process as necessary to successfully prepare for your certification exam. We encourage you to work towards a goal of $80 \%$ per competency area.

