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.

10. 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.