



OKLAHOMA
CareerTech

CTTC CareerTech Testing Center
Health and Professional Certifications Project

Health & Professional Certification Testing

Online Proctoring Information



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Stillwater, Oklahoma

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INTRODUCTION

The Health and Professional Certification Project section of the CareerTech Testing Center offers licensure/certification exams for numerous agencies. This manual will cover those exams that are offered through our Online Remote Proctoring solution. This solution allows proctors to monitor candidates on-screen via a camera, microphone, and desktop activities.

TECHNICAL REQUIREMENTS FOR REMOTE PROCTOR TESTING

All candidates will need the following:

- Computer/Laptop with a microphone and web camera
- Pop-up blocker disabled
- Internet speeds must be a minimum of 2 Mbps download/upload
- Supported browsers:
 - Internet Explorer 11
 - Microsoft Edge
 - Firefox
 - Chrome
 - Safari 11

Note -Use the following link to test your components

[Test real-time communication components/bandwidth](#)

- Additional software required (*click on each item for instructions*):
 - [Questionmark Secure](#)
 - Some programs are not allowed to run during the exam. The Questionmark Secure software will inform you that the programs must be closed. Examples include Outlook, Teams, Skype, GotoMeeting, SnagIT.
 - [Zoom client for meetings](#)

Note - If using a company computer, please check with your IT department for help downloading/installing software that may require administrative rights.

CONTACT INFORMATION

Assistance with the process or Questions:

- Email: cttc@careertech.ok.gov
- Phone: (405) 743-5160, (405) 743-5192, (405) 743-6842, (405) 743-5407

Resources for candidates:

- View the [Online Proctored Video](#)
- Chat with a [proctoring support agent](#)
- Visit the [FAQ](#)

CANDIDATE REGISTRATION

Candidates utilizing the online remote proctoring option will need to register with the CareerTech Testing Center before booking an exam session.

Please allow two (2) business days to process your registration and verify your account.

Registering an Account:

- <https://ondemand.questionmark.com/home/405371/>
 - Enter in a username
 - Enter in an email address
 - Enter First Name
 - Enter Last Name
 - Click on Create new Account
- An automated email message will be sent confirming registration with Oklahoma CareerTech and that the status is pending admin approval.
- Once an account has been approved by an admin, another email will be sent with a one (1)-time link to allow you set a password.

EDITING ACCOUNT INFORMATION

Candidates can update the following account settings in the newly created account:

- First name
- Last name
- Password
- Time Zone – must be set to current time zone to book sessions in your time zone

NOTE Please make sure the first/last name fields match the information on your photo ID.

BOOKING AN EXAM SESSION

- Go to: <https://ondemand.questionmark.com/home/405371/>
- Login to your account using the credentials set in the above steps
- Click on Buy Exam
- Select the exam & Add to cart
- Select Checkout
- Click on “Continue to next step”
- Click on “Continue to next step” again
- Enter in required information and select form of payment
- Click on Continue to process the order

SCHEDULING AN EXAM SESSION

- Go to: <https://ondemand.questionmark.com/home/405371/>
- Login to your account using the credentials set in the above steps
- Click on My Assessments
- Select the calendar icon under Actions to “Schedule” your exam
- Select a Date
- Select a Time slot (*Please remember times are listed in military time*)
- Select Schedule Appointment
- A confirmation email will be sent showing the selected date/time for your exam

RESCHEDULING/CANCELLING AN EXAM SESSION

- Go to: <https://ondemand.questionmark.com/home/405371/>
- Login to your account using the credentials set in the above steps
- Click on My Assessments
- Select the “Cancel” option on the right
- You can then reschedule the exam for another date/time or come back later to reschedule the session
- A confirmation email will be sent showing the changes

NOTE Cancelling an appointment does not remove your attempt or cancel the purchase. The exam will remain in your account for you to schedule/reschedule.

TAKING AN EXAM

- Go to: <https://ondemand.questionmark.com/home/405371/>
- Login to your account using the credentials set in the above steps
- Click on My Assessments
- The calendar icon “Schedule” button will change to a “Launch” button 15 minutes prior to the exam start time.
- Click on Launch to start the proctoring system in a new window
 - As mentioned under technical requirements, please make sure to have [Zoom](#) and [Questionmark Secure](#) installed
- You will follow the onscreen prompts to connect with the proctor. You will need to have the following information available:
 - Valid state-issued driver’s license or ID card issued by U.S. government entity including school ID with picture or tribal-issued ID
 - If taking a **Case Management exam**, you will also need to know the information sent to you in the email from Ramona Gregory from ODMHSAS including:
 - Application ID#
 - last 4 digits of your Driver License #
 - If taking an **OK Dept of Labor or Professional Counselor exam or Professional Counseling exam**, you will need to know:
 - last 4 digits of your social security number
 - If taking the **POSSE exam**, you will need to know your:
 - entire social security number
 - employer/potential employer’s email address

The proctor will continually monitor the candidate for suspicious activities and have the authority to terminate the exam if needed. All incidents will be report to Oklahoma CareerTech and the authorizing agency.

COMPLETING AN EXAM

- Once you have answered all the questions, you can submit your answers for scoring.
- Once you have answered all questions, please inform the proctor that you are ready to submit your answers. Once you have received your result, the proctor will help the candidate end the session. **DO NOT leave the session without notifying the proctor. This could result in your exam session being nullified.**
- You will receive an overall score on the feedback screen.
- There will be a link to take you to the official score report to print
 - If you are unable to print from this screen, log back into your dashboard at: <https://ondemand.questionmark.com/home/405371/>
 - Click on My Results and you can print the score report from this screen as well
 - If taking a **POSSE** exam, you will not receive an immediate score report. A section must be manually graded. Once graded, the official score report will be emailed to the candidate, the employer email address specified, and CLEET or OHP.

CERTIFICATION/LICENSURE INFO – REMOTE PROCTORING

We utilize our technology center network of over 50 locations to provide test sites to our 14 partnering agencies. We host their certification/licensure exams and our test site personnel provide a secure, proctored environment for testing.

Alarm, Locksmith, Fire Sprinkler

Behavioral Case Management

Oklahoma Corporation Commission – Petroleum Storage

Oklahoma POSSE

Professional Counselor Licensing

ALARM, LOCKSMITH, AND FIRE SPRINKLER

The exams were developed by the CareerTech Testing Center in partnership with the Oklahoma Department of Labor (OKDOL).

Available Exams:

- Commercial Fire Alarm Salesperson-4021
- Manager-4017 (all areas)
- Burglar Residential Fire Alarm Tech-4010
- Commercial Fire Alarm Technician-4011
- Closed Circuit TV Technician-4020
- Electronic Access Control Tech-4012
- Fire Sprinkler Inspector-4018
- Fire Sprinkler – Planning & Design-4019
- Locksmith Technician-4015
- Nurse Call Technician-4014
- Fire Sprinkler Technician-4016

Note: Online Proctored Exams will end in 9924 or 9925

Testing Fees/Options

- \$70 per exam online – Salesperson & Manager
- \$70 per exam online – Nurse Call Tech & Fire Sprinkler Plan & Design
- \$92 per exam online – Technician or Inspector exams

Testing Prerequisites

- Meet the licensure requirements established for the area of emphasis by the OKDOL.
- For specific information on the licensure requirements for each area, please contact the OKDOL.

Required Documentation

- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

Written Exam Information

- 40 questions/75 minutes – Salesperson (Commercial Fire Alarm)
- 55 questions/90 minutes – Manager (all areas – 1 test)
- 60 questions/90 minutes – Nurse Call Technician
- 65 questions/90 minutes – Fire Sprinkler – Planning & Design
- 70 questions/120 minutes – Technician (Burglar Residential Fire Alarm, Commercial Fire Alarm, CCTV, Electronic Access, Locksmith)
- 85 questions/120 minutes – Fire Sprinkler Technician
- 115 questions/150 minutes – Fire Sprinkler Inspector
- 70% passing score for all exam types

Miscellaneous Information

- These exams do have allowed resources that may be used. Please see the **Allowed Resources** link on www.okhcp.com under Alarm section of webpage for version information. Exact resources needed for each exam are listed in the **Study Guides** under the same section.
- Alarm, Locksmith, Fire Sprinkler Act can be used on this exam and is accessed from the Assessment Navigator box.
- A calculator may be used and is accessible from the Assessment Navigator box

BEHAVIORAL CASE MANAGEMENT

The exams are hosted by the CareerTech Testing Center in partnership with the Oklahoma Department of Mental Health & Substance Abuse (ODMHSAS).

Available Exams:

- ODMHSAS Case Management – Exam 1 – 9905
- ODMHSAS Combo Case Management – Exam 2 – 9906
- ODMHSAS Case Management – Rehab – Exam 3 – 9907

Testing Fees/Options

- \$45 per exam online

Testing Prerequisites

- Please see the ODMHSAS website for more information on the Steps to Certification and deadlines at <https://oklahoma.gov/content/dam/ok/en/odmhsas/documents/Chapter%2050%20Final%20eff%209-5-18.pdf>
- Please see the above website for a list of training materials and the training schedule.

Required Documentation

- Original approval email from the ODMHSAS
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

Written Exam Information

- 40 questions/No time limit onsite/90 minutes online - Case Mgmt Exam 1 – 9905
- 60 questions/No time limit onsite/90 minutes online - Combo Case Mgmt Exam 2 – 9906
- 40 questions/No time limit onsite/90 minutes online - Case Mgmt Rehab Exam 3 – 9907
- 70% passing score for all exam types

Miscellaneous Information

- Exam Approval email expires in six (6) months from the initial application date
- Application ID # is included on the approval email and must be provided when completing the exam

OKLAHOMA CORPORATION COMMISSION – PETROLEUM STORAGE

The exams are hosted by the CareerTech Testing Center in partnership with the Oklahoma Corporation Commission – Petroleum Storage division (OCC-PTSD).

Available Exams:

- Aboveground Storage Tank – 2405
- Environmental Consultant – 2404
- Underground Storage Tank Installation – 2406
- Underground Storage Tank Removal – 2407

Testing Fees/Options

- \$100 per exam online

Testing Prerequisites

- Candidates must be 18 years old.

Required Documentation

- Printed copy of the cover letter on official OCC-PTSD letterhead
- Original approval letter from the OCC-PTSD division
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

Written Exam Information

- 100 questions/120 minutes onsite/120 minutes online – AST, EC, USTI
- 50 questions/90 minutes onsite/90 minutes online – USTR
- 80% passing score for all exam types

Miscellaneous Information

- Exam Approval letter expires in one (1) year from the date on the approval
- Retest requires the candidate to receive a new test approval letter for authorization to retest thirty (30) days after the initial attempt
- Exam and licensing procedures must be completed within one (1) year of the approval

OKLAHOMA POSSE

The exam was developed by the CareerTech Testing Center in partnership with the Council for Law Enforcement Education and Training (CLEET) and the Department of Public Safety – Oklahoma Highway Patrol (OHP)

Available Exam:

- Oklahoma POSSE – 9911B (Peace Officer Screening & Selection Exam)

Testing Fees/Options

- \$60 per exam online

Testing Prerequisites

- Candidates must be 21 years old to take the exam
- Used to meet the CLEET requirements for entrance into its training academy for basic/reserve peace officer training
- Used to meet the OHP requirement for entrance into its training academy for state troopers

Required Documentation

- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)
- Provide social security number at time of testing

Written Exam Information

- 70 questions/95 minutes onsite/95 minutes online
- 70% passing score

Miscellaneous Information

- Candidates have three (3) attempts with a one (1) year wait period after the 3rd attempt for CLEET
- There is no attempt limit for OHP candidates.
- Covers reading comprehension, math calculations, written communication, & writing reports
- Results must be manually processed and emailed the following business day to the candidate, the department/agency, and the test site if applicable.
- Information and additional resources for candidates can be accessed by clicking on the OK POSSE link at www.okhcp.com

PROFESSIONAL COUNSELOR LICENSING

The exams are hosted by the CareerTech Testing Center in partnership with the Oklahoma State Board of Behavioral Health Licensure (BBHL).

Available Exams:

- Licensed Marriage & Family Therapist – 9901 (OLMFTE)
- Licensed Professional Counselor – 9902 (OLERE)

Testing Fees/Options

- \$50 per exam online

Testing Prerequisites

- Meet the licensure requirements established for each area by BBHL.

Required Documentation

- Original approval letter from BBHL on department letterhead
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

Written Exam Information

- 50 questions/60 minutes – OLMFTE
- 40 questions/60 minutes – OLERE
- 80% passing score for all exam types

Miscellaneous Information

- Candidates have a 3-day wait between attempts.
- Approval letter designates the eligibility period