

## *The 10 Steps to SPēD Testing*

1. Notify your supervisor of your intent to participate in the SPēD Certification Program
2. Log into (or create) your [Security Training, Education, and Professionalization Portal \(STEPP\)](#) account. If you have previously participated in the SPēD Certification Program, have a My SPēD Certification (MSC) account, and have tested at a Pearson Vue testing facility, skip to step 7.
3. Go to your profile page in STEPP by selecting the profile link located on the top-right navigation bar.
4. Once on the STEPP profile page, check the box indicating your desire to participate in the SPēD Certification Program.
5. Follow the instruction on the e-mail you will receive within 24-48 hours, which contains a link and a verification code to your new [My SPēD Certification \(MSC\) account](#). Please note the link for MSC is a non-DoD commercial website.
6. Verify your MSC account information using the verification code you received in step 5, and create your user ID and password.
7. Sign into your MSC account and under the "Forms" header on the left-hand navigation bar, click the "Complete a Form" link.
8. Complete and submit your Assessment Request Form from the list on the "New Forms" tab.
9. Schedule your test once you receive the e-mail notifying you that your request has been approved.
10. After you have scheduled your appointment, you will receive an e-mail confirmation with important information for test day, including directions to the test center.