# *The 10 Steps to SPeD Testing*

1. Notify your supervisor of your intent to participate in the SPēD Certification Program.

2. Log in to (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-hand navigation bar.

4. Once on the STEPP profile page, check the box indicating your desire to participate in the SPēD Certification Program.

5. You will receive a confirmation email within 48 hours with a link and a verification code to your new MSC account. **Please note**: MSC is a non-DoD commercial website.

6. Verify your MSC account information using the verification code, and create your user ID and password.

7. Sign in to your MSC account. Under "Forms" on the left-hand navigation bar, click "Complete a Form."

8. From the "New Forms" tab, select, complete, and submit your Assessment Request Form.

9. Schedule your test once you receive the email notifying you that your request has been approved.

10. After you have scheduled your appointment, you will receive a confirmation email with important information for test day, including directions to the test center.