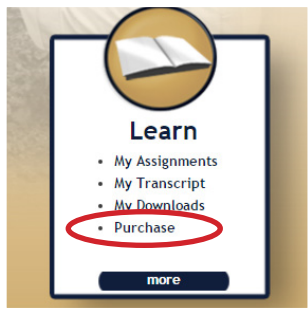
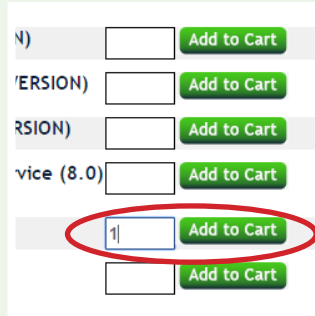


## Purchasing Proctor Training



1. Go to **CETPCertification.org** and login by entering your username and password.
2. Under the **Learn** column on the home page, click **Purchase**.

3. From the **Purchase** page, type the number of proctor training programs you would like to purchase in the appropriate box, and click **Add to Cart**. If there is no box to type the quantity, simply click **Add to Cart**.



Product	Quantity	Price	SubTotal
<input type="checkbox"/> NPGA Proctor Training Program	1	\$75.00	\$75.00
<b>Total</b>			<b>\$75.00</b>

4. Click **Add to Cart** to go to the **Shopping Cart**. Make sure the item in your cart is correct, and click **Checkout**.

✔ Success! Thank you for your purchase! Your order number is 83618.

[View purchased Exams Now](#) To begin using your purchased exam, click on the 'View purchased Exams Now' link.

\*\* A confirmation email could not be sent because the email address **no-reply@PROPANE.COM** is invalid

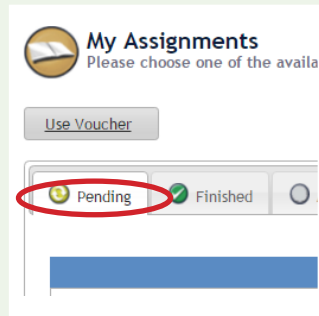
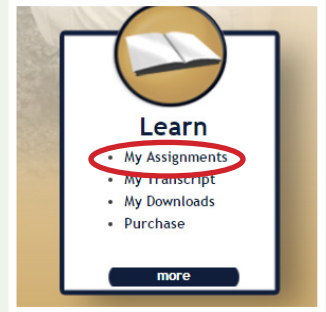
Purchased by: Tom Smith  
 Date: 2/23/2017 9:34:00 PM  
 Order number: 83618  
 Transaction Id: 9F6586905P273183E  
 Company: BluJay Pipeline Services

Product	Quantity	Price	SubTotal
NPGA Proctor Training Program	1	\$75.00	\$75.00
<b>Total</b>			<b>\$75.00</b>

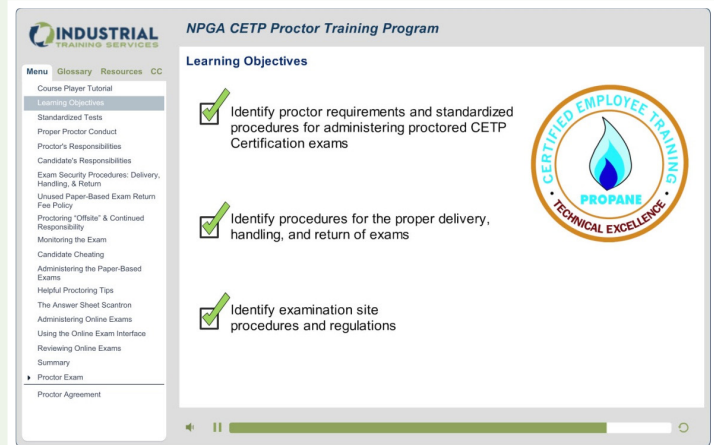
5. After completing the purchase, you will see a confirmation screen.

## Taking the Proctor Training

1. From the home page, click **My Assignments** in the **Learn** column.



2. You can then choose the **NPGA Proctor Training Program** from the assignments listed in the **Pending** tab.



3. The **NPGA Proctor Training Program** will begin immediately. The **NPGA Proctor Exam** will begin at the conclusion of the training material.

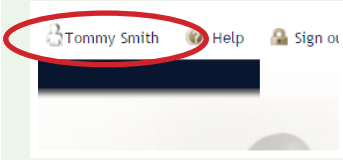
### NPGA Proctor Training Program Details

**Cost: \$75**

**Registration Expires: After 3 years**

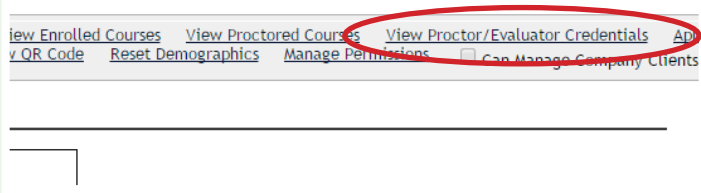
Access the program through Industrial Training Services at [CETPcertification.org](http://CETPcertification.org).

## Retrieving, Viewing, and Printing Your Proctor Credentials

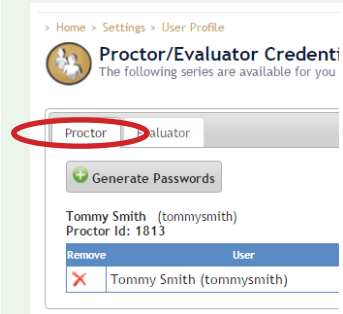


1. From any page within the system, click on your name in the top right corner of the screen to go to your profile.

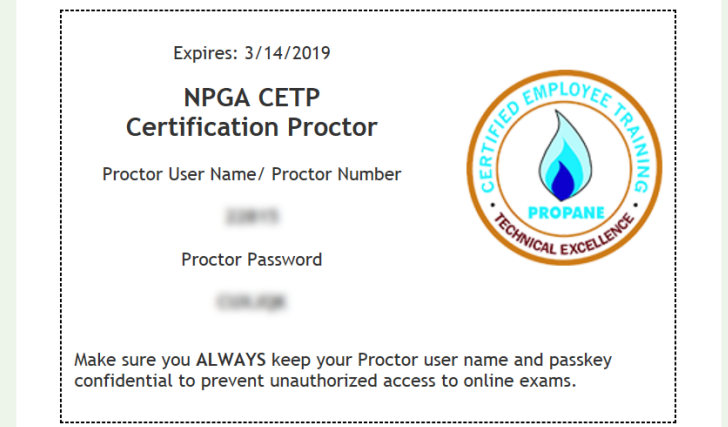
2. Click **View Proctor/Evaluator Credentials** in the gray options bar to view your Proctor ID and Password.



3. Make sure you are viewing the **Proctor tab** to see your proctor credentials.



4. The table in the **Proctor tab** will show your credentials. Click **View Certificate** to see your Proctor Certificate. Your Proctor Certificate will include your Proctor ID and Password. You may print these for your records.

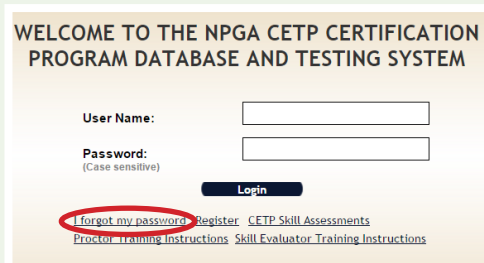


## Additional Tips

### Logging In

Having trouble logging in?

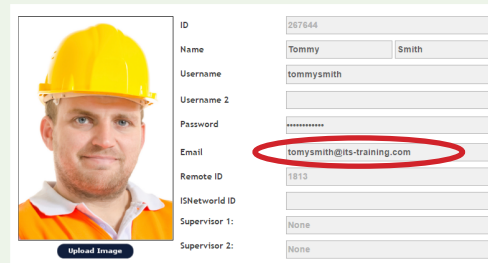
Click **I forgot my password** and fill in the fields on the next page to get an email with a new temporary password.



### Email Notifications

Missing email notifications?

Make sure the email listed in your profile is accurate and up to date. This is where you will receive notifications, including password resets.



### Contact Us

If you have any questions about the NPGA Proctor Training Program, you can reach **Industrial Training Services** using the information below.

- 📞 270-753-2150 ext. 2
- ✉️ [cetp@its-training.com](mailto:cetp@its-training.com)