INSTRUCTIONS FOR RE-CERTIFICATION

** Your current certification will expire on the day you take the re-certification exam.

Applicants will be given (1) one attempt to pass a recertification exam and practical exam. All the exams are proctored at MCS&T in Charleston. Any applicant that fails to acquire a minimum score of 70% on a re-certification exam must retake the entire course and practical to get re-certified. The Exams will have 30 to 50 questions and most will require you to perform a proficiency exam (hands on practical). The practical’s will begin as soon as the written exams are completed.

1) CREATE AN ONLINE LEARNING ACCOUNT TO TAKE THE EXAM
   Instructions to create an online learning account
   The account must be setup prior to the exam day

2) Look up the 2020 calendar on the MCS&T web-site
   2020 calendar

3) Find the date you want to attempt re-certification on the calendar and click the registration link for that day. The link will take you the registration web-site “Slottr”. Find the day and time you want and click “slot me in” Enter the required information in the pop-up box and hit the button.
   (Registration links will be activated by the end of February 2020)

4) After you select the button the dialog box disappears, and you are registered. You will NOT get a confirmation email, just assume you are registered.
What to bring to the exam:

Copy of your certification card & photo ID

Laptop / Tablet

Pencil / Pen

WV spec. book

Class manual (can be downloaded and printed from the MCS&T website)

Calculator