

How to Submit Your Exam Application

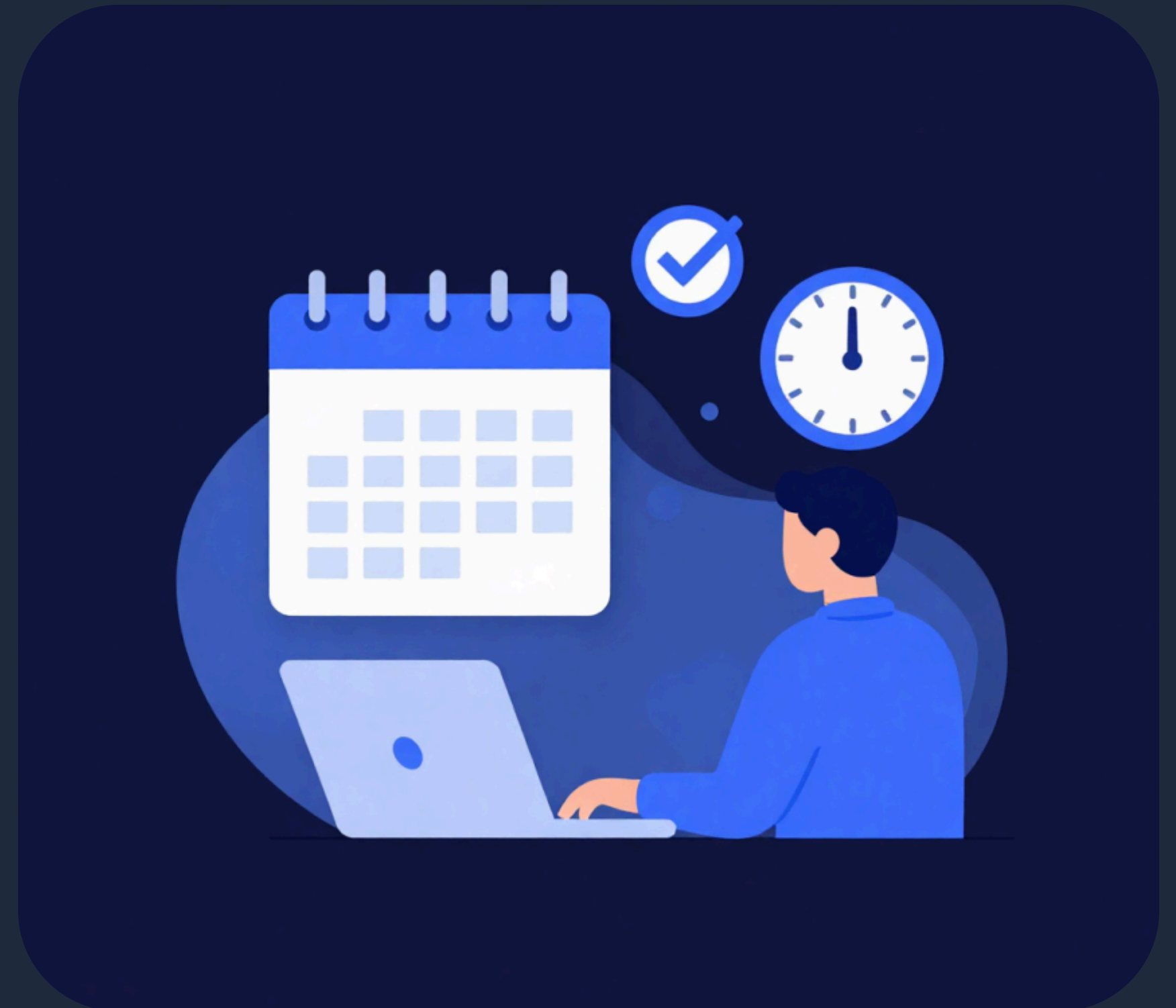
Step-by-step guide to completing your application on smrp.org

Overview

Log in to smrp.org, complete your application form, submit payment, and you will be ready to schedule your exam.

Steps

- 1 Visit smrp.org and log in to your account.
- 2 From the Member Portal, open the Certification Management System.
- 3 Click "Begin" to start a new exam application.
- 4 Review the certification requirements and click "Next."
- 5 Provide your registration information and click "Next."
- 6 Upload any required supporting documents.
- 7 Review your application summary for accuracy.
- 8 Complete the payment process.
- 9 You are now ready to schedule your exam.



How to Schedule Your Exam

Two options for scheduling your certification exam

Option A Schedule Immediately

After completing your exam application, you can schedule your exam right away through the prompt provided.

Option B Schedule Later

- 1 Visit smrp.org and log in to your account.
- 2 Navigate to the Member Portal.
- 3 Open the Certification Management System.
- 4 Select Applications from the menu.
- 5 Open your exam application.
- 6 Click "Manage Exam via Pearson" to reach the scheduling site.
- 7 Review the exam policies presented.
- 8 Select your preferred testing center.
- 9 Choose an available appointment date and time.

