

## Test Administrator Certification Program

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TOWES endorses fair and equitable testing. Quality administration provides an environment where test takers may fully demonstrate their skills. TOWES testing policies and procedures are designed to ensure accurate results are consistently achieved.

The new TOWES Test Administrator Certification Program provides administrators with a baseline level of knowledge related to TOWES and test administration practices. Anyone administering TOWES must successfully complete this program which includes an online training tutorial and certification exam.

### APPLYING FOR CERTIFICATION:

Interested individuals must apply for certification prior to completing the training program. To apply:

1. Visit [www.towes.com](http://www.towes.com) and click the **Sign Up** link located on the top right corner of the page.
2. At the TOWES Certification Sign Up page, complete the online entry form and click **Submit Application**.
3. When you submit your application, TOWES will contact your distributor to verify your information. You will not be able to log into your account to access the training and certification exam until your distributor has approved your application.
4. You will receive a notification e-mail when your application is approved. You will now have access to your account and the training and certification exam.

### DETAILS OF THE TRAINING & CERTIFICATION PROGRAM:

Anyone administering TOWES must successfully complete the TOWES Test Administrator Certification exam. The exam is based on the information contained in the online training tutorial. A score of 70% or higher is needed to pass the exam. To complete the tutorial and exam:

1. Login to your account and click the **TOWES Certification** link located on the left side of the page.
2. Read the disclaimer and indicate that you accept the terms and conditions.
3. Review the training tutorial by clicking the **TOWES Test Administration Training** link on the top left side of the page.
4. Click **Take Exam** on the left side of the page when you are ready to complete your exam.
5. When you have completed and reviewed your exam, click **Submit**. Your results will be emailed to you within a few minutes.

Successful applicants will receive a TOWES Test Administrator Certificate and will have immediate access to the necessary testing materials.

For more information on the TOWES Test Administrator Certification Program contact your local distributor or TOWES.

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