

## New Student account

Hello,

As requested, here are the instructions for registering for an IICRC exam.

1. First, create an account at [iicrc.org](http://iicrc.org). You can create a new account by clicking the “Sign-In” button on the IICRC homepage and then clicking “Create an account” underneath the login box. You will search for your email address in the system to verify that it is not already in use and then click “Register now”.
2. Once you have created a new account and have logged in, click “My Certifications/Exam Registration” on the right side of the screen.
3. Next, click “Exam Registration” at the top of the page.
4. Scroll through the list of exams available and click the one you want to register for.
5. Click the “Government Issued Identification” link and upload a picture of the photo page of your ID (such as a driver’s license or passport).
6. Next, click the blue “Click Here to Continue” button at the top right corner of the page.
7. Scroll through the list of instructor names and course dates to find the one you are taking or have already taken and hit the “This is my course” button next to it. (Please note that you are not re-registering for the class itself by doing this. You are simply selecting the course so we are able to verify your enrollment and place your exam in the correct batch. Please ensure the instructor and course date are correct.)
8. Select your exam language.
9. Review the information and click “Add to Cart” if everything looks correct.
10. Click “Check-Out”.
11. Enter your payment information and then click “Continue”.
12. Ensure the information is correct and click “Submit Order”.
13. You’re done! You should receive a confirmation email shortly after submitting the registration.
14. If you are testing online, it typically takes 2-4 business days for us to process the registration and send out login information for the testing portal.

You can also watch the registration process via this YouTube video for further assistance:

<https://www.youtube.com/watch?v=9dT4DRsxYx4>

If you have any further questions, please don’t hesitate to reach out to me. Have a nice day!

## Tech/Student already has an IICRC account

Hello,

Here are the instructions for registering for an IICRC exam.

1. First, sign in to your account at [iicrc.org](http://iicrc.org).
2. Once you have logged in, click “My Certifications/Exam Registration” on the right side of the screen.
3. Scroll through the list of exams available and click the one you want to register for.
4. Click the “Government Issued Identification” link and upload a picture of the photo page of your ID (such as a driver’s license or passport).
5. Next, click the blue “Click Here to Continue” button at the top right corner of the page.
6. Scroll through the list of offered instructor names and course dates to find the one you are taking or have already taken and hit the “This is my course” button next to it. (Please note that you are not re-registering for the class itself by doing this. You are simply selecting the course so we are able to verify your enrollment and place your exam in the correct batch. Please ensure the instructor and course date are correct.)
7. Select your exam language.
8. Review the information and click “Add to Cart” if everything looks correct.
9. Click “Check-Out”.
10. Enter your payment information and then click “Continue”.
11. Ensure the information is correct and click “Submit Order”.
12. You’re done! You should receive a confirmation email shortly after submitting the registration.
13. If you are testing online, it typically takes 2-4 business days for us to process the registration and send out login information for the testing portal.

You can also watch the registration process via this YouTube video for further assistance:

<https://www.youtube.com/watch?v=9dT4DRsxYx4>

## Started Exam registration but hasn't finished

Hello,

Here are the instructions for registering for an IICRC exam.

1. First, sign in to your account at [iicrc.org](http://iicrc.org).
2. Once you have logged in, click “My Certifications/Exam Registration” on the right side of the screen.
3. Click “Manage” next to the exam you’re registering for.
4. Click the “Government Issued Identification” link and upload a picture of the photo page of your ID (such as a driver’s license or passport).
5. Next, click the blue “Click Here to Continue” button at the top right corner of the page.
6. Scroll through the list of offered instructor names and course dates to find the one you are taking or have already taken and hit the “This is my course” button next to it. (Please note that you are not re-registering for the class itself by doing this. You are simply selecting the course so we are able to verify your enrollment and place your exam in the correct batch. Please ensure the instructor and course date are correct.)
7. Select your exam language.
8. Review the information and click “Add to Cart” if everything looks correct.
9. Click “Check-Out”.
10. Enter your payment information and then click “Continue”.
11. Ensure the information is correct and click “Submit Order”.
12. You’re done! You should receive a confirmation email shortly after submitting the registration.
13. If you are testing online, it typically takes 2-4 business days for us to process the registration and send out login information for the testing portal.

You can also watch the registration process via this YouTube video for further assistance:

<https://www.youtube.com/watch?v=9dT4DRsxYx4>

ID submitted, but no course selected or payment submitted.

Hello,

Here are the instructions for registering for an IICRC exam.

1. First, sign in to your account at [iicrc.org](http://iicrc.org).
2. Once you have logged in, click “My Certifications/Exam Registration” on the right side of the screen.
3. Click “Manage” next to the exam you’re registering for.
4. Next, click the blue “Click Here to Continue” button at the top right corner of the page.
5. Scroll through the list of offered instructor names and course dates to find the one you are taking or have already taken and hit the “This is my course” button next to it. (Please note that you are not re-registering for the class itself by doing this. You are simply selecting the course so we are able to verify your enrollment and place your exam in the correct batch. Please ensure the instructor and course date are correct.)
6. Select your exam language.
7. Review the information and click “Add to Cart” if everything looks correct.
8. Click “Check-Out”.
9. Enter your payment information and then click “Continue”.
10. Ensure the information is correct and click “Submit Order”.
11. You’re done! You should receive a confirmation email shortly after submitting the registration.
12. If you are testing online, it typically takes 2-4 business days for us to process the registration and send out login information for the testing portal.

You can also watch the registration process via this YouTube video for further assistance:

<https://www.youtube.com/watch?v=9dT4DRsxYx4>

## For an admin trying to register a technician

Hello,

As requested, below are the instructions for registering a technician for an IICRC exam. Please ensure the information you are entering is for the person who will be taking the exam.

1. First, sign in to the technician's account at iicrc.org or create a new account if the technician does not tested with IICRC before.
  - a. You can create a new account by clicking the "Sign-In" button on the IICRC homepage and then clicking "Create an account" underneath the login box. You will search for the technician's email address in the system to verify that it is not already in use and then click "Register now".
  - b. Please note that all users must have a unique email address as they function as the username.
  - c. If you are paying for the technician's exam, please be sure to add a billing address to the account with the credit card's billing information.
2. Once you have created a new account and/or have logged in, click "My Certifications/Exam Registration" on the right side of the screen.
3. Next, click "Exam Registration" at the top of the page.
4. Scroll through the list of exams available and click the one you want to register for.
5. Click the "Government Issued Identification" link and upload a picture of the photo page of your technician's ID (such as a driver's license or passport).
6. Next, click the blue "Click Here to Continue" button at the top right corner of the page.
7. Scroll through the list of instructor names and course dates to find the one the technician is registered for and hit the "This is my course" button next to it. (Please note that you are not re-registering for the class itself by doing this. You are simply selecting the course so we are able to verify their enrollment and their exam in the correct batch. Please ensure the instructor and course date are correct.)
8. Select the technician's exam language.
9. Review the information and click "Add to Cart" if everything looks correct.
10. Click "Check-Out".
11. Enter your payment information and then click "Continue".
12. Ensure the information is correct and click "Submit Order".
13. You're done! You should receive a confirmation email shortly after submitting the registration.
14. If your technician is testing online, it typically takes 2-4 business days for us to process the registration and send out login information for the testing portal.

You can also watch the registration process via this YouTube video for further assistance:

<https://www.youtube.com/watch?v=9dT4DRsxYx4>

If you have any further questions, please don't hesitate to reach out to me. Have a nice day!

### How to process Retest registration

1. Sign in to your account at <https://my.iicrc.org/eweb/>
2. Click “My Certifications/Exam Registration”
3. Click “Manage” in the field next to the exam you need to retest for
4. Click “Register for Retest” in the upper right corner of the page
5. Click “Check-Out”
6. Enter your payment information and then click “Continue”
7. Ensure the information is correct and click “Submit Order”
8. You’re done! You should receive a confirmation email shortly after submitting the registration.
9. If you are testing online, it typically takes 2-4 business days for us to process the registration and send out login information for the testing portal.