

## ODMHSAS Case Management Exams #1-3

Candidate Exam Fee: \$45

- Exam offerings include -
  - ODMHSAS Case Management - Exam 1 - 9905-U
  - ODMHSAS Combo Case Management - Exam 2 - 9906-U
  - ODMHSAS Case Management - Rehab - Exam 3 - 9907-U

### Required Documentation:

- Valid state-issue driver's license or ID card issued by U.S. government entity including school ID with picture or tribal-issued ID
- Completed Candidate Information form – see page below for fillable form
- Approval Letter from ODMHSAS

### Assistance with the Process or Questions:

- If you have any questions, please contact us at the following:
  - Email: [cttc@careertech.ok.gov](mailto:cttc@careertech.ok.gov)
  - Phone: (405) 743-5160, (405) 743-5192, (405) 743-6842, (405) 743-5407

Instructions to take any of the ODMHSAS Case Management exams:

1. Create an account with ProctorU (*if you have not already done so*)  
<https://go.proctoru.com/registrations>
2. Verify your system meets the requirements necessary to test. [ProctorU System Test](#)
  - Make sure you have downloaded the ProctorU extension for Chrome or Firefox  
[Download the ProctorU Chrome Extension](#) or [Download the ProctorU Firefox Extension](#)
3. Schedule an exam through ProctorU to create your reservation 72 hours in advance.  
<https://go.proctoru.com/students/exams/select>
  - Make sure you have received your Approval Letter from ODMHSAS before creating a reservation. Please make sure to read the letter provided to you by ODMHSAS to determine which exam you are to take.
4. Download and complete your Candidate Information Form found on the next page. If you are unsure of the information being requested, please contact us at the information listed above.
  - You will need the **Application ID** from your letter to complete this form.
5. Sign-in to your account at the time/day of your reservation
6. Make sure to have your completed Candidate Information form ready to help you fill-in the registration screens before the test begins. There is specific information we must collect that is required by the agency providing the certification/licensure.
7. Click on Start Session
8. You will be guided through the automated computer check and identity Verification process
9. You will be required to accept the ProctorU security screen
10. You will be prompted to share your screen and is required
11. You will take your photo, show your government issued ID, and answer identity-validating questions.
12. You will then download/run the LogMeIn applet
13. You will then begin your exam
14. You will see your overall score at the end of the exam.
15. **Your final score report will be emailed to you within 3 business days of testing.**



CANDIDATE INSTRUCTIONS AND INFORMATION SHEET - ProctorU

**CASE MANAGEMENT (ODMHSAS)**

In the candidate window, enter the information below.

At the beginning of the exam, you will need to enter additional registration information that is required by the credentialing agency.

**If this information is not entered correctly, you may not receive your credential from the issuing agency!**

| FIELD NAME                              |    | INSTRUCTIONS  |
|---|----|---|
| 1. First Name:                          |    | Enter all information required for this exam as shown on current photo identification, unless proof of name change is provided. |
| 2. Last Name:                           |    |   |
| 3. Last 4 of Candidate's DL#            |    |   |
| 4. Application ID from Candidate Letter |    |   |
| 5. 2-Digit HCP Test Site Code (i.e. 25) | 00 |   |
| 6. Candidate Email (Required for ALL):  |    |   |