

Next online exam end date: February 4, 2011

Participants have the possibility of writing their exam **at any time (24/7) for nine (9) months, following the registration date**. Please refer to the [MyCCPE portal](#) to check your end date (last possible exam date).

Although the end date indicated in the portal is a Saturday, it reflects the fact that you have until Friday 11:59 PM to write your exam. The portal will not give you access after Midnight or 00:00 hour.

Technical support is given Monday to Friday from 9:00 AM to 4:00 PM Eastern time. The number to call for assistance while taking the online exam is: 1-888-333-8362.

Important Note : « Please be advised that if you failed or re-write any exam on-line, you will not qualify for the annual gold award promotion. This measure is more equitable.”

Detailed instructions on how to access the online exams

To access your CCPE Online Exam, please follow these easy steps:

1. Go to www.ccpe-cfpc.org
2. Select “English” if you want to write your exam in English.
3. On our web pages (top right corner of the page), click on [Open a session](#).
4. You will need your 6 digit CCPE Personal Identification Number (PIN) in order to log on to the exam. If you do not know your PIN number, also called “student number” (which you can find on the bookmark sent with your course material), please call the CCPE toll free number : 1-888-333-8362 or [contact us](#).
Local number is: (514) 333-8362
5. You will be asked for your “user name” and “password”. Enter your 6 digit CCPE Personal Identification Number (PIN) as your **Username** and your last name as your **Password**.

Example: Username: 000000 (your PIN number) Password: Smith (family name)
6. Click on **My Courses and Exams**. When you open the exam you will receive specific instructions on how to write your exam.
7. Remember that once you open the exam on the Internet, YOU MUST COMPLETE IT or you will be considered to have failed by absence.
8. The 2007 segmented version of the Accreditation Course consists of 2 exams. The exams for EACH Unit (Unit 1 & Unit 2) consists of 100 questions.
9. [Refer to this web page](#) for more details on time limits and number of questions per exams. Note that a timing device is continually displayed while you are writing your exam.

10. You will have the possibility to navigate in your exam, going back and forth but you are allowed only ONE (1) validation opportunity to a question. REMEMBER: SELECTING AN ANSWER AND CLICKING "NEXT" AUTOMATICALLY VALIDATES AN ANSWER... SO BE SURE OF YOUR ANSWER BEFORE CLICKING ON NEXT!
11. The system permits you to skip a question. Leave all ANSWER BOXES EMPTY and CLICK on NEXT to skip a question.
12. After you have answered the last question, an INDEX page will appear listing the questions you have left UNANSWERED. Click on UNANSWERED to answer the question. YOU MUST ANSWER ALL QUESTIONS! CLICK ON THE VALIDATE AND FINISH EXAM BUTTON (on the lower left side of the Index) TO COMPLETE THE ENTIRE EXAM PROCESS.
13. For all exams having multiple-choices questions, you can view your final mark immediately after completion. You can view the feedback to the exam by clicking SOLUTION.
14. For all exams requiring manual correction for short answer/essay type questions, you will only be able to view your final mark and your feedback **10 working days after completion**. For this reason, the notation "*to be corrected*" will appear on the screen.
15. Close your browser, you have completed the exam!

Notes

The **technical support** number to call in case of a problem while taking the online exam is:
1-888-333-8362. Local number is : (514) 333-8362

Mac based computers are not supported in the *MyCCPE* portal.