



## **AAHAM Certification Testing through Proctor U**

AAHAM certification exams are now open for registration with our online proctoring partner, ProctorU. This provides a convenient testing option especially for examinees that are not able to easily connect with an in person proctor locally for their exam.

ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home or at work. A strong emphasis on proctoring integrity is enforced by Proctor U. The following link goes into more detail on how their system works.

<https://www.proctoru.com/services/live-online-proctoring>

ProctorU is available 24/7 and test takers can register to take their exam on any date within an AAHAM exam testing period.

The test takers are responsible for setting up their account and reservation with Proctor U, as well as paying Proctor U for their service. The rates are based on the length of the exam as outlined below.

Duration	Price
60 minutes or less	\$17.00
61 - 120 minutes	\$25.00
121 - 181 minutes	\$33.00
181 - 240 minutes	\$41.00
Each Additional Hour	\$12.00

In order to use ProctorU, test takers will need a high-speed internet connection, a webcam (internal or external), a Windows or Mac Operating System, and a government issued photo id. ProctorU recommends that you visit <https://test-it-out.proctoru.com/> prior to your proctoring session to test your equipment.

Please contact [certification@aaaham.org](mailto:certification@aaaham.org) with any questions.



*The Premier Organization for  
Revenue Cycle Professionals*

Thank you for your interest in taking your AAHAM certification exam through our online proctoring partner Proctor U. The step-by-step instructions are included below with screenshots of the registration process. It is important to note that you will need to schedule your proctoring session at least 72 hours in advance to avoid any on-demand scheduling fees.

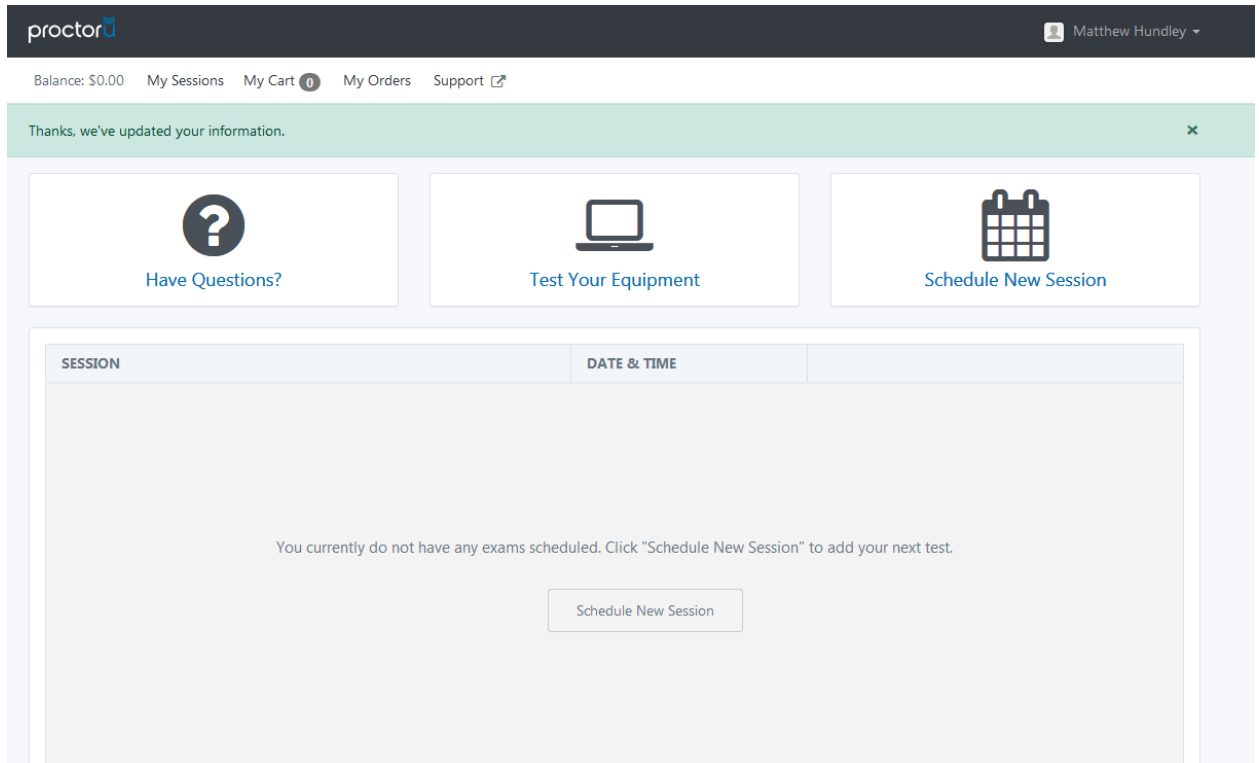
**Instructions to schedule create your ProctorU account, schedule, and how to pay for your upcoming exam session:**

The first step is to create your account at <https://go.proctoru.com/students/users/new?institution=1944> - Please note that Google Chrome is the recommended web browser to use when registering your account and testing with Proctor U. If you have an existing Proctor U account you don't need to create a new one, you can use your existing account to make a reservation using the link above.

This takes you to the page where you create your account: It is important to keep track of your Proctor U username and password since AAHAM will not have access to those details.

A screenshot of the ProctorU 'Create an Account' page. At the top center is the ProctorU logo, which is a stylized blue owl with large eyes above a blue letter 'U'. Below the logo, the text 'Create an Account' is centered. The page is divided into sections: 'Enrollments', 'Name', and 'Account'. Under 'Enrollments', there is a dropdown menu with 'Institution \* AAHAM - American Association of Healthcare Administrative Management' selected. To the right of this dropdown is a button labeled 'Add Enrollment'. Under 'Name', there are two input fields: 'First name \*' and 'Last name \*'. Under 'Account', there are three input fields: 'Username \*', 'Email \*', and 'Password \*'. The page has a light blue background and a white content area.

Once you have completed your account profile, you'll arrive at this page where you can click on "Schedule New Session" at the top right.



You will then be asked to confirm your institution (AAHAM), select a term (Open Term), and select your exam type. Then click on the Find Sessions button.

### Select Exam for Test Account

1. Confirm your institution	AAHAM - American Association of Healthcare Adn
2. Select a term	Open Term
3. Select your exam	Please Select

[Find Sessions](#)

A calendar view is then presented where you can select a date and time that works for you in the specified testing period on your exam confirmation. Once you have chosen your date and time hit the Select button.

## Schedule Session

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

← July 2019 →

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Select a Time

↑ 12 : 00 AM ↓

Find Available Times

**7:00AM EDT**  
Monday July 8, 2019  
25 days from now  
CCT Exam [SELECT](#)

**7:10AM EDT**  
Monday July 8, 2019  
25 days from now  
CCT Exam [SELECT](#)

**7:20AM EDT**  
Monday July 8, 2019  
25 days from now  
CCT Exam [SELECT](#)

You are then prompted to confirm your reservation and proceed to checkout

## Confirm Session

[Edit](#) [Cancel](#)

Session	Institution	Date & Time	Type	Price
CCT Exam	AAHAM - American Association of Healthcare Administrative Management	07/08/2019 7:00AM EDT	Automated unintegrated	\$25.00
<b>Total</b>				<b>\$25.00</b>

Add a comment... [Proceed to Cart](#)

**Need To Check Your Technology?** [Technology Check](#)

This takes you to your cart, where you click the blue "Proceed to Payment" button.

## My Cart

[Schedule New Session](#)

Items	Institution	Date & Time	Type	Price	Options
CCT Exam	AAHAM - American Association of Healthcare Administrative Management	07/08/2019 7:00AM EDT	Automated unintegrated	\$25.00	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Remove</a>
<b>Total</b>				<b>\$25.00</b>	

**Have an access code?**  
 [Apply](#)

<b>Appointments</b>	<b>\$25.00</b>
<b>Premiums</b>	<b>\$0.00</b>
<b>Subtotal</b>	<b>\$25.00</b>
<b>Total</b>	<b>\$25.00</b>

[Proceed to Payment](#)

On arriving on the checkout screen, you can complete the checkout process. You will receive an email confirmation of your schedule, shortly after your checkout.

## Checkout

### Payment Method

Full Name

Card number

Expiration

CVV

### Billing Address

First Name

Last Name

Street \*

City

State/Province/Region

Zip/ Postal Code \*

### My Cart

Appointments:	\$25.00
Premiums:	\$0.00
Total:	\$25.00

In order to use ProctorU, you will need a high-speed internet connection, a webcam (internal or external), a windows or apple Operating System, and a government-issued photo id. ProctorU recommends that you visit <https://test-it-out.proctoru.com/> prior to your proctoring session to test your equipment. We recommend you click on the button that says “connect to a live person” to fully test out your equipment. Please make sure that you are using the current version of your browser and have downloaded the ProctorU extension available at <http://bit.ly/proctoruchrome> or <https://www.proctoru.com/firefox>.

Additionally, please visit and review the test-taker resource center [here](#). You should expect the startup process with the proctor to take about 10-15 minutes. However, this time will not affect your exam time. Please feel free to direct any questions to the student support team via the live chat within your account.