**Becoming a Pearson/GED Test Center**

**Step 1 - Fill out application** at <https://home.pearsonvue.com/Test-centers/Become-a-test-center.aspx>

* Check Your
	+ Technical Requirements
	+ Facility Requirements
	+ Photo Descriptions

**Step 2 – Approval from Pearson**

* Once you’ve received approval from Pearson that you meet all requirements, you must now apply with TEA at [https://tea.co1.qualtrics.com/jfe/form/SV\_3t1ZqfwXmYKXrVj](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftea.co1.qualtrics.com%2Fjfe%2Fform%2FSV_3t1ZqfwXmYKXrVj&data=05%7C01%7Cjeffrey.howle%40abileneisd.org%7C3ef2f82b86b8481fc35808dab14a9b52%7C0df766ac521348e18c8a9dc9efbe7711%7C0%7C0%7C638017231256735159%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=evfXqoolH7Yk814UUcw6hLrvg6MzqgaQV1KFUF3JUlw%3D&reserved=0)
* Once approval from the TEA is given, Pearson will send agreement paperwork for your organization to sign.
* After paperwork has been signed and received from Pearson, the installation process can now begin.

**Step 3 – Installation Process**

* Get your IT team to help with this!!! I could not have done this on my own!!!
* Basic Setup
	+ Admin Computer
		- Must purchase security kit ($450.00) which contains:
			* Web Camera
			* Signature Pad

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* + Delivery Computers (# depends on the space/layout of your lab)
* Practice Test Delivery on all delivery computers
* If all is operational, contact Pearson Sales Associate for further instructions.
	+ Must pass a test proctor exam.
	+ Must obtain a site ID.
	+ Must obtain log-in credentials.

**Step 4 – Open Site**

* Figure out who will be test proctors.
* Schedule exam hours