

1. Review the applicant handbook: <ul style="list-style-type: none"> <li>exam administration</li> <li>eligibility</li> <li>application requirements</li> <li>deadlines</li> <li>Ethical Standards of the MDCB</li> </ul>	<a href="https://mdcb.org/applicant-handbook">https://mdcb.org/applicant-handbook</a>
2. Begin the application <ul style="list-style-type: none"> <li>Route 1 applicants should provide a <u>diploma</u> and an <u>official transcript</u> with <u>corresponding dates</u>.</li> <li>Re-applicants should provide <u>CEU documentation</u> that was completed within the <u>last 12 months</u> and includes the <u>MDCB approval numbers</u>.</li> </ul>	<a href="https://mdcb.learningbuilder.com/">https://mdcb.learningbuilder.com/</a>
3. Begin the application submission process	Click " <b>Submit for Approval</b> "
4. . . . and pay fees	Click " <b>Pay Fees</b> "
5. Submit the application	Click " <b>Submit Application</b> "
6. Receive confirmation that your application has been successfully submitted	Email from <a href="mailto:info@mdcb.org">info@mdcb.org</a> and on the "Communications" tab of your Learning Builder Account
7. Check the email account you provided on your MDCB application regularly for notifications	Email from <a href="mailto:info@mdcb.org">info@mdcb.org</a> and on the "Communications" tab of your Learning Builder Account
8. Once application is approved, prepare for the exam	<ul style="list-style-type: none"> <li>Review the <b>test specifications, references and style guide</b> in the applicant handbook, <a href="https://mdcb.org/applicant-handbook">https://mdcb.org/applicant-handbook</a></li> <li>Download the <b>practice tests</b>, <a href="https://mdcb.org/certification-exam-information/practice-tests">https://mdcb.org/certification-exam-information/practice-tests</a></li> <li>Log in to <b>mdcb.proknow.com</b> to set up your ProKnow account. Before logging in, see the video on setting up your account, <a href="https://vimeo.com/420044409">https://vimeo.com/420044409</a>, and the video on navigating the platform, <a href="https://vimeo.com/420044597">https://vimeo.com/420044597</a>.</li> <li>See the ProKnow Knowledge Skills <b>Checklist</b> for tasks to master within mdcb.proknow.com, <a href="https://mdcb.org/PBT-Practice-Questions">https://mdcb.org/PBT-Practice-Questions</a></li> </ul>
9. Within one week of receiving notification that you have been approved, you will receive an email from MDCB's test vendor, Meazure Learning with a link to access the Meazure Learning platform to schedule your exam.  If you need assistance in scheduling at the facility of first preference, contact Meazure Support.	<ul style="list-style-type: none"> <li>testingsupport@meazurelearning.com</li> <li><a href="https://support.meazurelearning.com/hc/en-us">https://support.meazurelearning.com/hc/en-us</a></li> </ul>
10. Know before you go	<ul style="list-style-type: none"> <li>Be familiar with the test site location</li> <li>Plan to arrive early</li> <li>Have a valid government-issued photo ID</li> <li>Have your Meazure scheduling confirmation</li> <li>Bring your ProKnow log-in and password</li> <li>Bring your non-programmable scientific calculator</li> <li>Bring your noise-reduction earphones</li> </ul>