

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