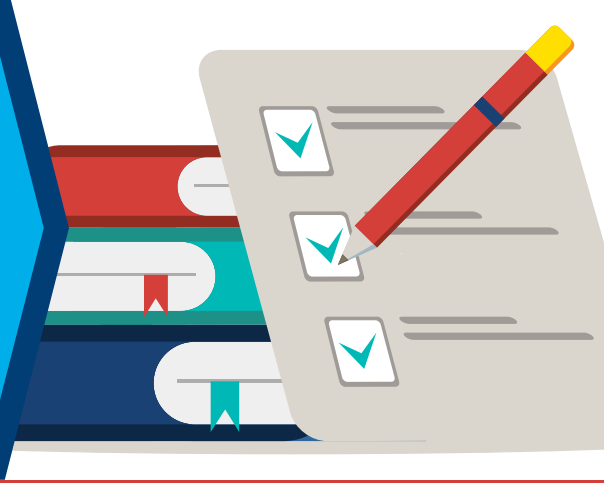


How to Purchase and Schedule Your HCCP Exam



- 1** Before getting started, please note the following information:
 - If you have taken the exam before in person, please email hccpinfo@nahb.org for your PIN to claim your existing NAHB account.
 - If you have previously taken the exam under a different name or email address or otherwise cannot log in to NAHB.org, please contact the help desk at nahbsupport@nahb.org.

- 2** Visit NAHB.org and log in or create an account.

- 3** Purchase the [HCCP exam](#) or [HCCP Retake](#) exam.
 - If you have purchased the exam through a distributor, use the promo code you were provided during this step.

- 4** You will receive an email from Testing Support [testingsupport@measurelearning.com] inviting you to create your Measure account.

- 5** Once you are logged in, you will be able to schedule your testing session. You will be able to choose:
 - Remotely proctored exam.** When scheduling note that these times are in 24 hour/Military time.
 - It is recommended you take your exam from a personal computer.** Work computers may have setting that complicate the process. If you will be taking it from a work computer or on a work network, please run [this list](#) by your IT team in advance to ensure you will have proper connection.
 - In person proctored exam** which will be at a testing center. Be sure to arrive at least 30 mins before your scheduled testing time.

- 6** Once you have scheduled, you will get a second email from Testing Support with instructions to prep for your testing session. Please carefully read these instructions.

IMPORTANT NOTES:

Appointments less than 24 hours in advance for remote testing and 72 hours in advance for in person testing cannot be rescheduled. If you have an emergency and need to reschedule on short notice, please contact hccpinfo@nahb.org.

If you have further questions, please visit the [Test Taker Library](#) or contact hccpinfo@nahb.org

