

# How to schedule a C++ Institute exam

A COMPREHENSIVE GUIDE

## Step 1

Go to [www.pearsonvue.com/cpp/](http://www.pearsonvue.com/cpp/) and click the **Sign in** button.

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You are here: Home > Test taker home > C++ Institute

### C++ Institute Certifications

C++ Institute was established with a purpose to promote the C/C++ programming languages, provide a global framework for C/C++ examinations as well as enhance, develop and support professional careers in C/C++ programming and related technologies.

C++ Institute is proud to offer professional certifications designed to provide industry recognition of your knowledge, skills and proficiency in C and C++ programming.

C++ Institute built two paths of education, testing and certification. The first path covers the C programming language and the second one the C++ programming language. Each programming path consists of three levels of qualifications: associate, professional, and senior.

To schedule, reschedule or cancel an exam:

[Sign in](#) [Create account](#)

- [Forgot my username](#)
- [Forgot my password](#)

The diagram shows two certification paths as pyramids. The left pyramid (C++) has three levels: C++ Certified Senior Programmer (CPS), C++ Certified Professional Programmer (CPP), and C++ Certified Associate Programmer (CPA). The right pyramid (C) has three levels: C Certified Senior Programmer (CLS), C Certified Professional Programmer (CLP), and C Programming Language Certified Associate (CLA).

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[View exams](#)

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Related Links

## Step 2

Enter your **username** and **password** to sign in to your Pearson VUE web account for a C++ Institute exam.

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C++ INSTITUTE

C++ Institute  
Sign in

All fields are required.

Returning users, please sign in:

Username:

Password:

[I forgot my username.](#)  
[I forgot my password.](#)

Sign In

New users, please sign up:  
[Create a web account.](#)

Our secure website encrypts your personal information so that it cannot be read by unauthorized Internet users.

This website is best experienced using Microsoft Internet Explorer (IE) version 9 and above, Google Chrome version 30 and above, Safari version 7 and above or Mozilla Firefox version 26 and above. Please do not use the back button to navigate the site.

For your security, please remember to sign out of your account and close your browser when you finish your session.

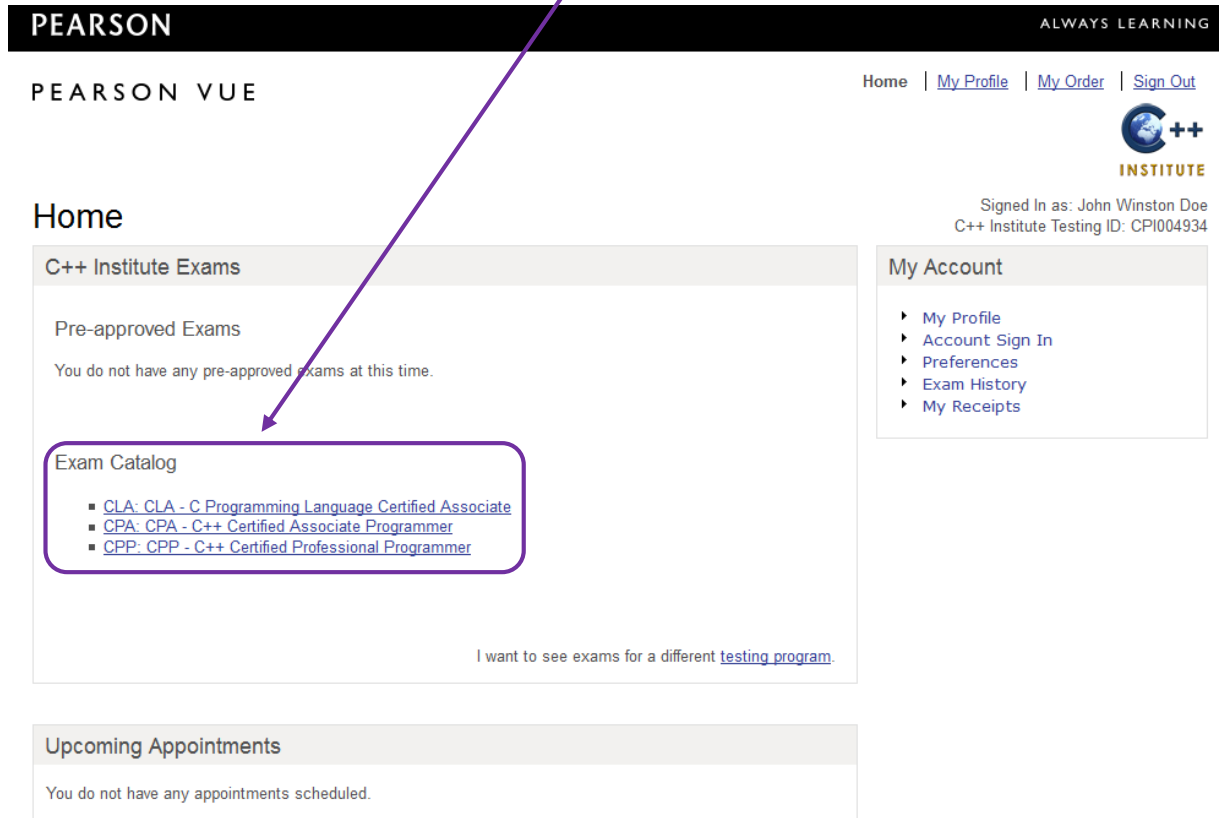
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Click the **Sign in** button.

Note: If you do not have a Pearson VUE web account for C++ Institute exams, you need to **create** one. For assistance regarding the sign-up procedure, please see a separate guide.

## Step 3

When you are already logged in, [click the appropriate link in the exam catalog](#) to schedule the test you wish to take.



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**INSTITUTE**

Signed In as: John Winston Doe  
C++ Institute Testing ID: CPI004934

### Home

#### C++ Institute Exams

Pre-approved Exams

You do not have any pre-approved exams at this time.

**Exam Catalog**

- [CLA: CLA - C Programming Language Certified Associate](#)
- [CPA: CPA - C++ Certified Associate Programmer](#)
- [CPP: CPP - C++ Certified Professional Programmer](#)

I want to see exams for a different [testing program](#).

#### My Account

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#### Upcoming Appointments

You do not have any appointments scheduled.

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\* Note: For the purposes of this tutorial, we are going to schedule the CPA exam.

## Step 4

View [testing policies](#) and once you get familiar with them, click on the [Schedule this Exam](#) button.

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Signed In as: John Winston Doe  
C++ Institute Testing ID: CPI004934

### Exam Details

Exam: CPA: CPA - C++ Certified Associate Programmer <a href="#">View Testing Policies</a>
Price*: USD 295.00
Language: English

*\*Prices listed are based on today's date and do not include local taxes which may be applicable.*

[Previous](#)

[Schedule this Exam](#)

## Step 5

Find a testing center to take your exam: **enter location details** (e.g. town, country, postal code, etc.) and click the **Search** button.

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**INSTITUTE**  
Signed In as: John Winston Doe  
C++ Institute Testing ID: CPI004934

### Test Center Search

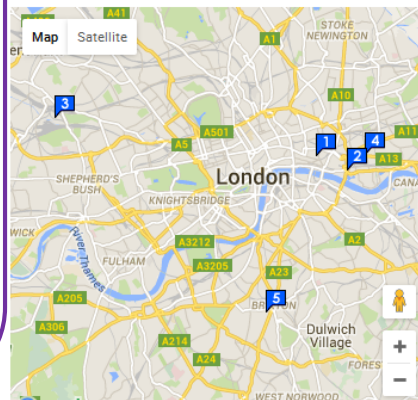
Exam Selection: CPA: CPA - C++ Certified Associate Programmer | Language: English [Change Exam](#)

Find test centers near:    
e.g., "5601 Green Valley Drive, Bloomington, MN" or "Paris, France" or "55437"

MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

You can select **up to three** test centers to compare availability.

Test Center	Distance* <a href="#">Show km</a>	Directions
<input type="checkbox"/> <b>Global Knowledge - London</b> 120 Old Broad Street London EC2N 1AR United Kingdom	2.9 mi	<a href="#">Get Directions</a>
<input type="checkbox"/> <b>Nexgenn Consulting Limited</b> Maritime House 18B Ensign Street London E1 8JD United Kingdom	3.7 mi	<a href="#">Get Directions</a>
<input type="checkbox"/> <b>Synergy Network Systems</b> 2nd Floor, Equitable House 10 Woolwich New Road, London London SE18 6AB United Kingdom	3.9 mi	<a href="#">Get Directions</a>



When you found a convenient place to take your exam, **check the box** located next to the center's name and click on the **Next** button.

## Step 6

When you found a convenient testing center, **select a date on the calendar** to see available appointments and click on the date of your choice.

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## Choose Appointment

Signed In as: John Winston Doe  
C++ Institute Testing ID: CPI004934

Exam Selection: CPA: CPA - C++ Certified Associate Programmer | Language: English

[Change Exam](#)

### Test Center

Fundacja IT  
Ul. Jagiellonska 67  
70-382 Szczecin  
Poland

[Change Test Centers](#)

### Select Date [Why can't I find an available appointment?](#)

April 2016							May 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					4	5	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				

Show available appointments on

Select a date on the calendar to see available appointments.

Note: Unavailable dates are grayed out. To change a test center, click [Change Test Centers](#).

## Step 7

Select the available start time of your exam.

Available Start Times: Tuesday, May 31, 2016 at Fundacja IT	
Morning	Afternoon
<a href="#">10:00 AM</a>	<a href="#">12:00 PM</a>
<a href="#">10:15 AM</a>	<a href="#">12:15 PM</a>
<a href="#">10:30 AM</a>	<a href="#">12:30 PM</a>
<a href="#">10:45 AM</a>	<a href="#">12:45 PM</a>
<a href="#">11:00 AM</a>	
<a href="#">11:15 AM</a>	
<a href="#">11:30 AM</a>	
<a href="#">11:45 AM</a>	



## Step 8

Review your order details and make changes if necessary. If the exam, appointment date and testing center data are correct, click on the **Proceed to Checkout** button.

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Signed In as: John Winston Doe  
C++ Institute Testing ID: CPI004934

### My Order

Description	Details	Price	Actions
<b>Exam</b> CPA: CPA - C++ Certified Associate Programmer  Language: English Exam Length: 75 minutes	<b>Appointment</b> Tuesday, May 31, 2016 Start Time: 10:00 AM CEST <a href="#">Change Appointment</a>  <b>Location</b> Fundacja IT Ul. Jagiellonska 67 70-382 Szczecin Poland <a href="#">Change Test Center</a>	295.00	<a href="#">Remove</a>

### Total Due

Subtotal:	295.00
Estimated Tax:	0.00
<b>ESTIMATED TOTAL DUE:</b>	<b>USD 295.00</b>
<input type="button" value="Add Another Exam"/>	or <input type="button" value="Proceed to Checkout"/>

You can enter voucher/promotion codes on the payment screen.

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**Note: IF YOU HAVE A VOUCHER FOR YOUR EXAM, YOU WILL BE ASKED TO PROVIDE ITS CODE ON THE PAYMENT SCREEN (STEP 11 OF THIS GUIDE).**

## Step 9

Confirm your personal information. When you are ready to move on to the next step, click the **Next** button. If you need to edit your data, click on the **Edit** button.

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Signed In as: John Winston Doe  
C++ Institute Testing ID: CPI004934

### Checkout - Step 1: Confirm Personal Information

Confirm Personal Information | Agree to Policies | Enter Payment | Submit Order | Summary

**IMPORTANT:** Your name must exactly match the identification that is presented at the test center or you will not be able to take your exam.

Name: John Winston Doe

Telephone: +44 1234567890

Edit

Previous


Next

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**Note:** Please make sure your name exactly matches the identification that you will present at the test center. If the names mismatch, you will be refused to take your exam!

## Step 10

View the C++ Institute testing policies and **check the box** to agree to them. Click **Next**.

  
Signed in as: John Winston Doe  
C++ Institute Testing ID: CPI004934

### Checkout - Step 2: Agree to Policies

Confirm Personal Information | **Agree to Policies** | Enter Payment | Submit Order | Summary

#### C++ Institute Policies

**Admission Policy**  
We ask that you arrive at the testing center 15 minutes before your scheduled appointment time so that you have time to complete the necessary sign-in procedures. Please be prepared to show two forms of personal identification. You will be required to present two forms of valid in date identification at reception, both must have your name and signature and one must be a valid, government- issued picture ID. Expired ID's are not valid. Failure to provide the required ID will result in you being denied entry to the examination.

Primary ID can be:  
- a valid and signed government-issued passport  
- a valid and signed photo card driving licence  
- a valid and signed national ID card.

Secondary ID can be:  
- a Debit or Credit Card or  
- Any ID from the primary list as long as it has not been used as the primary ID

You will be provided with a secure locker where any personal items can be stored prior to entering the testing room.

**Reschedule Policy**  
If you wish to reschedule your exam, you must contact Pearson VUE 24 hours prior to your exam appointment.

**Cancellation Policy**  
If you wish to cancel your exam, you must contact Pearson VUE 24 hours prior to your exam appointment. If you cancel an exam less than 24 hours in advance, you will forfeit your entire exam fee. Exam fees are also due for no-shows.

To contact Pearson VUE regarding cancellations, or any problems you experience during the registration or booking process please contact us on 0161-855- 7483.

**Additional Information**  
Please note that your "appointment length" may include time for non-scored sections such as a tutorial. The appointment length does not necessarily reflect the total amount of time allotted for the actual exam.

If you arrive more than 15 minutes after your scheduled appointment time and are refused admission, the exam and delivery fees are not refundable.

I have read and agree to the C++ Institute policies listed above.


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Note: Please make sure you are prepared to present the required forms of ID!

## Step 11

Enter your **credit card details**. If you have a **voucher for your exam**, click **Add Voucher** to enter its code.

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Signed In as: John Winston Doe  
C++ Institute Testing ID: CPI004934

### Checkout - Step 3: Enter Payment

Confirm Personal Information | Agree to Policies | **Enter Payment** | Submit Order | Summary





**Order Total**

Subtotal: 295.00  
Estimated Tax: 0.00  
**ESTIMATED TOTAL DUE: USD 295.00**

[What is this?](#)

Required information is marked with an asterisk (\*).

**Card Details**

We accept the following cards:    

\*Card Type:

\*Card Number:   
(Do not include hyphens or spaces)

\*Expiration Date:

\*Cardholder's Name:   
(Name as it appears on card)

\*Security Code:  [What is this?](#)

If you have a voucher code for your exam, enter it **here** and click the **Apply** button.

**Order Total**

Subtotal: 295.00  
Estimated Tax: 0.00  
**ESTIMATED TOTAL DUE: USD 295.00**

[What is this?](#)

Voucher/Promotion Code:

## Step 12

Enter your **billing information** and click on the **Next** button.

### Billing Address

This address must match the address that appears on the account.

\*Country:

\*Address 1:

Address 2:

Address 3:

\*City:

Zip/Postal Code:

\*Telephone: +

[Country Codes](#)

Your card will not be charged until you submit your order on the next page.

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Next

Note: Your card will not be charged until you hit the **Submit Order** button in step 14 of this guide.

## Step 13

If you used a voucher or promo code, your total amount due will be recalculated (reduced by the amount of your voucher/promo code discount). Click **Next** to proceed.

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Signed In as: John Winston Doe  
C++ Institute Testing ID: CPI004934

### Checkout - Step 3: Enter Payment

Confirm Personal Information | Agree to Policies | **Enter Payment** | Submit Order | Summary

#### Order Total

Subtotal: 295.00

Estimated Tax: 0.00

Voucher: -295.00

C++ Institute exam voucher 100% discount

[Remove](#)

**ESTIMATED TOTAL DUE: USD 0.00**

*Required information is marked with an asterisk (\*).*

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\* Note: For the purposes of this tutorial we have used a voucher code that reduced the total amount due by 100%. That is why the estimated total due visible above is USD 0.00.

## Step 14

To complete your order and schedule your exam, click on the **Submit Order** button.

### Checkout - Step 4: Submit Order

Signed In as: John Winston Doe  
C++ Institute Testing ID: CPI004934

Confirm Personal Information   Agree to Policies   Enter Payment   **Submit Order**   Summary

Your order is NOT complete until you click the "Submit Order" button.

#### Confirm Order Details

Description	Details	Price
<b>Exam</b> CPA - C++ Certified Associate Programmer  Language: English Exam Length: 75 minutes	<b>Appointment</b> Tuesday, May 31, 2016 Start Time: 10:00 AM CEST  <b>Location</b> Fundacja IT Ul. Jagiellonska 67 70-382 Szczecin Poland	295.00

#### Payment Details

<b>Exams for</b> Name: John Winston Doe C++ Institute Testing ID: CPI004934	<b>Order Total</b> Subtotal: 295.00 Tax: 0.00 Voucher: -295.00 <i>C++ Institute exam voucher 100% discount</i> <b>TOTAL DUE: USD 0.00</b> USD 0.00
---	---

Previous

Cancel Order

Submit Order

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Note: After clicking the **Submit Order** button, your credit card will be charged the total amount due visible on the **Payment Details** screen.

## Step 15

See the summary of your order. Check your mailbox for a confirmation email sent to you.

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[Home](#) | [My Profile](#) | [My Order](#) | [Sign Out](#)



INSTITUTE

Signed In as: John Winston Doe  
C++ Institute Testing ID: CPI004934

## Checkout - Step 5: Summary

[Confirm Personal Information](#) | [Agree to Policies](#) | [Enter Payment](#) | [Submit Order](#) | **Summary**



An email confirmation has been sent to: [services@cppinstitute.org](mailto:services@cppinstitute.org)



[Print Summary](#)

### Exam Details

Description	Details	Order Information	Price
<b>Exam</b> CPA: CPA - C++ Certified Associate Programmer  Language: English Exam Length: 75 minutes	<b>Appointment</b> Tuesday, May 31, 2016 Start Time: 10:00 AM CEST  <b>Location</b> Fundacja IT <a href="#">Get Directions</a>	<b>Order Number/Invoice</b> 0026-6967-3693  <b>Registration ID</b> 293757343  <b>Status</b> Scheduled	295.00

### Payment Details

<b>Exams for</b>	<b>Order Total</b>
Name: John Winston Doe	Subtotal: 295.00
C++ Institute Testing ID: CPI004934	Tax: 0.00
	Voucher: -295.00 <i>C++ Institute exam voucher 100% discount</i>
	<b>TOTAL PAID: USD 0.00</b>

*This is not your official payment receipt. Your official payment receipt will be sent to the email address that you have provided.*

### C++ Institute Policies

Admission Policy




## Step 16

Congratulations! You have successfully scheduled your C++ Institute exam.

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**INSTITUTE**

Signed In as: John Winston Doe  
C++ Institute Testing ID: CPI004934

**Home**

You have successfully scheduled your exam.

### Upcoming Appointments

**Tuesday, May 31, 2016**  
[CPA: CPA - C++ Certified Associate Programmer](#)

### My Account

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### C++ Institute Exams

Pre-approved Exams

You do not have any pre-approved exams at this time.

Exam Catalog

- [CLA: CLA - C Programming Language Certified Associate](#)
- [CPA: CPA - C++ Certified Associate Programmer](#)
- [CPP: CPP - C++ Certified Professional Programmer](#)

[I want to see exams for a different testing program.](#)

If you have any questions about your appointment, please contact your testing center or Pearson VUE Customer Service at +44 (0) 161 855 7483 (alternatively, you can use the contact form at <http://www.pearsonvue.com/cpp/contact/>). Good luck on your exams!