

## RELATIONSHIPS MATTER

## Manual

October 8, 2022

**Application Submission Process** 



## ASBOG Application Submission Process

To complete the approval of an ASBOG application, please complete the following steps:

1. You will click on this link and need to create a new login

https://www.smttest.com/candidatemanagementsystem/cplogin.aspx?cms\_cid=590

が研究所存在 Candidate Management System. Company
The CMS allows you to manage your certification process beginning at application and going through learning courses and exams, ending with your well earned certification. It also provides a continuing development activities tool which allows you to enter and track your activities and hours used for renewal. If you are a new user, click on the <i>Create New Login</i> link below and follow the prompts.
Returning Osers - Enter your Login to and Password to Continue.
Log In Login Id: Password: Log In
Folfot vour password? Login FAQ
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2. You will need to create a user ID (your email address), create a password, enter First and Last Name. Then click Submit at the bottom.

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The CMS al learning cou development If	lows you to manage your cr rses and exams, ending with activities tool which allows yr you are a new user, click on th Returning Users Er	ertification process beginning at application ann h your well earned certification. It also provid ou to enter and track your activities and hours us he <i>Create New Login</i> link below and follow the pro nter your Login Id and Password to continue.	f going through es a continuing ed for renewal. mpts.					
	(	Create New Login						
	Requirements: Please enter your	Requirements: Please enter your email address as your Login Id. This will ensure						
	Your password must contain at le number and one capital letter.	east 8 characters, and requires at least one						
	Login Id:							
N	Password:							
	Retype Password:							
	First Name:							
	Middle Initial: Last Name:							
		Submit						



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If you are a new user, click on the Create New Login link below and follow the prompts.
Returning Users Enter your Login Id and Password to continue.
* Required field
Log In
Login Id: [ASBOGsdemo@demoPro.com     Password:
Create New Login
Forgot your password?
Login FAQ
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3. Enter the password you just created in the password box and click Log-In.

4. Once logged in, you will need to click the Application tab at the top. Then click the Create an Application for Certification.

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A Prometi Compan	ric We	elcome , Amy Camp	00!									
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A Prometric Company       Welcome, Amy Campol         Candidate Manageent:       Amy A Campo         Create a new application       Certification         Create a new application by clicking the + Create link below.         Your existing application(s) are listed below. Click the folder icon to open and work with your application it will be available for viewing only.		esh   援										
Open	Application			Ap	р Туре	Id	Reviewer	App Expires	Status	Status Date	Attachments	



5. Then you will go to Application in the center of the screen, click the dropdown and choose the ASBOG Application and then click Save.

Candidate Management:		Asbogsampledemo118 Asbogdemosan	nple118								
Create a new application by cli Your existing application(s) are You may enter and leave your	cking the + C listed below application as	<i>create</i> link below. Click the <b>folder icon</b> to open and work a many times as you wish. Once you sub	k with your application. The prication it will be	availab	e for viewing on	ly.					
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			©2022 Schroeder Measurement Techr	ologies Ll	.C, A Prometric Compa	any					

6. Your application is now displayed under the application tab. Click the folder to the left of the application name to begin the process.

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Candid Cand	Welcome Asbogsampledemo118 Asbogdemosample118         ste Management: Application         date Application         ate an Application for Certification         Application for Certification         Application for Certification       App Type       Id       Reviewer       App Expires       Status       Status       Daveload       Im         ASBOG Examination Application for the Geology Boards - ASBOG       Certification       880068       Im Process       11/8/2022       Im       Im									
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6	ASBOG Examination Application for the Geology Boards - ASBOG	Certification	880068			In Process	11/8/2022		<u>*</u>	
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7. This will bring you to the first page of the application. The application must be completed in its entirety prior to being approved to sit for the exam. Follow the directions on each screen to proceed to the next page.

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You may enter and leave	your application as ma	any times as you wis	h. Once you submit your	application it will be av	ailable for viewing only.			
Application:	ASBOG Examinatio	on Application for the	e Geology Boards - ASBO	G		🖄 Download	🍽 Close App	
Introduction	Demographics	State Board	Exam Selection	Accommodations	Upload Accommodation App	Attestation	Submit	Thank You
Mandatory fields a	re marked with an asterisk *							
				PROMETRIC	<u>(</u>			
				t.				
This application	is available for candidate	s wishing to sit for the	EG and PG Geology Exams	You must complete the	entire application to be eligible	to sit for the exams		
Please note, th	e completion of this applic	ation and the FG and	PG exams does not mean y	ou will be licensed by your	state. You will need to contac	t you state board to com	plete the process and deter	rmine next steps.
								Next

## 8. Complete all Tabs in the Application.

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You may ente	er and leave yo	our application as many	times as you wish. Onc	e you submit your appl	lication it will be availat	le for viewing only.						
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Introductio	n	Demographics	State Board	Exam Selection	Accommodations	Vpload Accommodation App	Attestation	Submit	Thank You			
	Nandatory fields are marked with an asterisk * PROMETRIC											
			By clicking submit, you	are attirming all intormatio	Submit	ition is accurate. Please cl	ick Submit to proceed					
	State Board       Exam Selection       Accommodations       Uplaad Accommodation App.       Accession       Submit       Thank You         Mandatory fields are marked with an atterisk *       PROMETRIC											

9. Once you successfully complete your application you will see Approved in the status box. Once submitted, you are not permitted to change the information in the application.

Candid Cand	ate Management: Asbogsampledemo118 Asbogdemos date Application	ample118												
You ma	ou may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.													
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Open	Application	Арр Туре	ld	Reviewer	App Expires	Status	Status Date	Attachments	Download					
Þ	ASBOG Examination Application for the Geology Boards - ASBOG	Certification	880068			Approved	11/8/2022							
		©2022 Schroeder Measurement Tech	nologies Ll	.C, A Prometric Company										



10. Once you have successfully completed your application, you will receive two emails. The first will be an Application Approved Email and the second will be a Preliminary Scheduling Approval Email. You are now done with the application process and will need to wait for the Final Scheduling Approval Email.