

How to Schedule an NAAEI Credential Exam (Initial or Retake) with a Live Remote Proctor

Once all exam prerequisites are met on your enrollment application in PACE, follow the instructions below to schedule your exam **virtually with a live remote proctor**. You must schedule at least 24 hours prior to the date you wish to test. For **retake exams**, you must wait until the day following your previous exam attempt to request a new exam in PACE.

Rescheduling/Cancellation/No-Show Policy for Live Remote Proctor Exams: You may reschedule or cancel a testing appointment **up to 24 hours in advance** of your testing appointment. There is no fee to reschedule or cancel your live remote proctor appointment. If you do not appear for your exam and do not reschedule/cancel at least 24 hours prior to your appointment, you will be considered a no show and will be required to pay a retake fee. In the instance that you are flagged as a no show, you will need to contact education@naahq.org to update your account so you may request to schedule the exam again.

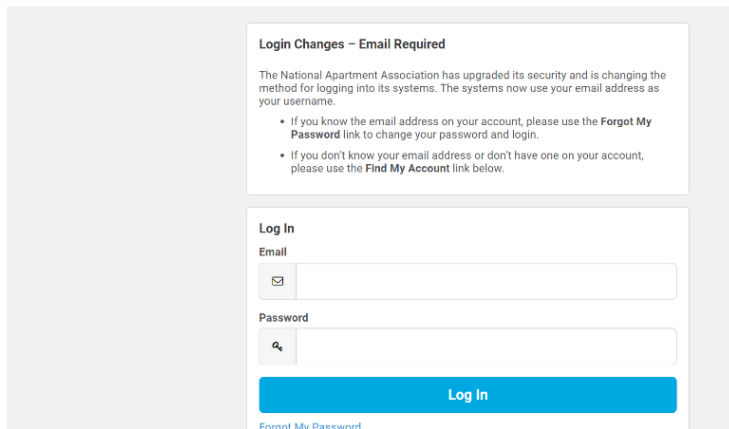
During this process, you will receive the following two automatically generated emails. You will need the information in these emails to schedule and take your exam, so please retain these two emails until after you have completed the exam.

- **Notice to Schedule Exam** from candidatesupport@meazurelearning.com
- **NAAEI SCHEDULING CONFIRMATION NOTICE (Admission Ticket)** from candidatesupport@meazurelearning.com

1. Log in to PACE at <https://my.naahq.org>

welcome

Please log in or create an account to continue.



Login Changes – Email Required

The National Apartment Association has upgraded its security and is changing the method for logging into its systems. The systems now use your email address as your username.

- If you know the email address on your account, please use the **Forgot My Password** link to change your password and login.
- If you don't know your email address or don't have one on your account, please use the **Find My Account** link below.

Log In

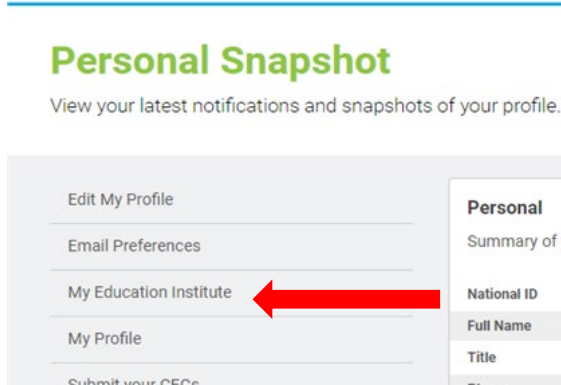
Email

Password

Log In

[Forgot My Password](#)

2. Click **My Education Institute** to enter the PACE portal.



Personal Snapshot

View your latest notifications and snapshots of your profile.

Personal

Summary of:

National ID

Full Name

Title

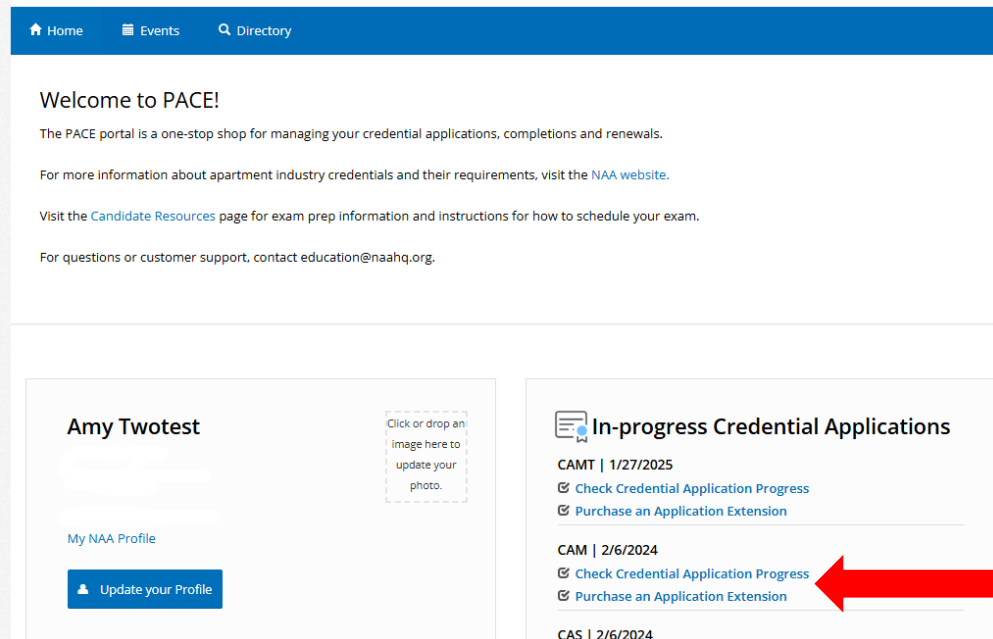
Phone

My Education Institute

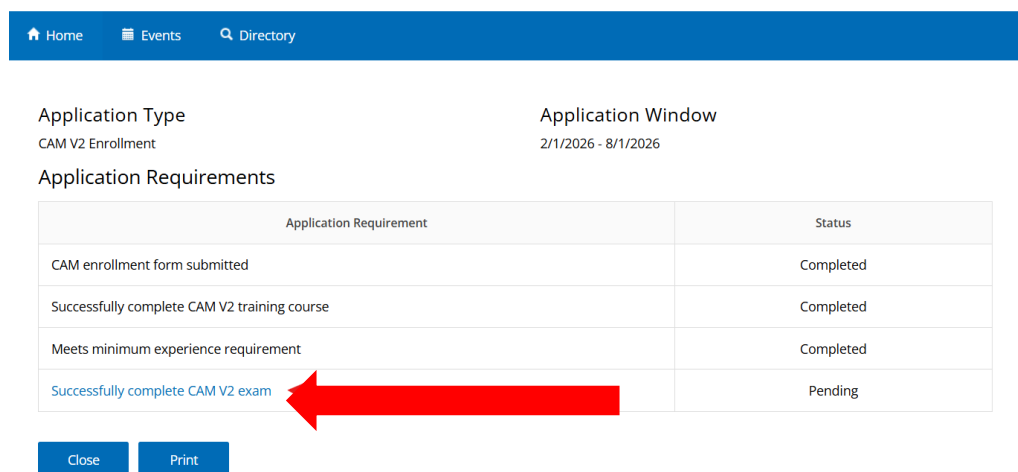
- Click **Home** to view the portal home page.



- Scroll down to the **In-Progress Credential Applications** section, and find the application associated with the exam you'd like to schedule. Click **Check Credential Application Progress**.



- Verify that the status of all Application Requirements is Complete. Click **Successfully complete [credential] exam**. Note that if one or more of the application requirements is not complete, the exam link will not be live (clickable). For **retake exams**, you must wait until the day following your previous exam attempt to request a new exam in PACE.



6. Click **Request to Schedule Exam**. For **retake exams**, click **Request to Schedule Retake**.

Home Events Directory

Exam Request to Schedule

Once you have reached this page **DO NOT** click the back arrow on your browser to return to the previous page.

Check the exam type listed under "Exam" and the test format type listed under "Test Information" below to ensure you are requesting the correct exam and correct format. If either is incorrect, **DO NOT** schedule. Contact education@naahq.org for assistance.

If the name on your account does not match the name on your government ID exactly, **DO NOT** schedule. You will not be allowed to sit for the exam. Contact education@naahq.org for assistance.

Note: Cancellation fees, retake exam fees, rescheduling fees and application extension fees are non-refundable and non-transferrable.

Exam	Application Window
CAM V2 Exam	2/1/2026 - 8/1/2026

Request to Schedule Exam



7. Select **Testing Center or Remote Proctoring** as the **Test Format**.

- Upon logging into Meazure Learning's scheduling site, you will be able to choose whether to test with an in-person proctor at a Meazure Learning testing center or via a live, remote proctor.
- If you took the course with an instructor through an NAA Affiliate or education provider AND they have notified you that they are hosting the exam for you at a specific date, time and location, stop here and refer to the appropriate guide on [the NAAEI Candidate Resources page](#) under the **Scheduling Instructions** section of the page.

Important: Your test format selection is **final** once you submit the exam scheduling request. If you need to change your test format after you have submitted the request, contact education@naahq.org.

Exam Scheduling

Question Descriptions

Question 1 -- Test Format: This is where you will select the format for completing your exam. There are two options to choose from. **Carefully read each option before making your selection.**

Education Provider Site: Select this option if you took the course with an instructor through an NAA Affiliate or education provider **AND** they have notified you that they are hosting the exam for you at a specific date, time and location.

- If your NAA Affiliate or education provider has not said they are hosting the exam for you, **do not** select this option. If you are unsure, contact the NAA Affiliate or education provider that you took the course with.
- If you took the course online through Visto, **do not** select this option.

Testing Center or Remote Proctoring: Select this option if you fall under one of the below categories:

- If you took the course online through Visto.
- If you took the course with an instructor through an NAA Affiliate or education provider **BUT** they **are not** hosting the exam for you at a specific date, time and location. If you are unsure, please contact the NAA Affiliate or education provider that you took the course with.

By selecting this option, you can either take the exam online with a live remote proctor or in person at an off-site testing center proctored by Meazure Learning. Once you receive the email from Meazure Learning to complete your exam scheduling, you will be able to indicate which option you would like to use.

Note that your test format selection is final once you submit the exam scheduling request. If you need to change your test format after you have submitted the request, contact education@naahq.org.

Question 2 -- Do you request accommodations?

If you would like to request a special accommodation for your exam, please indicate Yes. You will be asked to provide documentation from a licensed professional to support your request. Please allow up to 30 days for your request to be processed.

Test Format

CAM V2 Initial (Testing Center or Remote Proctoring)

8. Indicate if you require accommodations. If you select Yes, proceed to step 9. If you select No, click **Continue** and proceed to step 10.

Question Descriptions

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Education Provider Site: Select this option if you took the course with an instructor through an NAA Affiliate or education provider AND they have notified you that they are hosting the exam for you at a specific date, time and location.

- If your NAA Affiliate or education provider has not said they are hosting the exam for you, do not select this option. If you are unsure, contact the NAA Affiliate or education provider that you took the course with.
- If you took the course online through Visto, do not select this option.

Testing Center or Remote Proctoring: Select this option if you fall under one of the below categories:

- If you took the course online through Visto.
- If you took the course with an instructor through an NAA Affiliate or education provider BUT they are not hosting the exam for you at a specific date, time and location. If you are unsure, please contact the NAA Affiliate or education provider that you took the course with.

By selecting this option, you can either take the exam online with a live remote proctor or in person at an off-site testing center proctored by Meazure Learning. Once you receive the email from Meazure Learning to complete your exam scheduling, you will be able to indicate which option you would like to use.

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Test Format

CAM V2 Initial (Testing Center or Remote Proctoring)

Do you request accommodations?

- ☐ Yes
☐ No

Back

Continue

9. If you selected **Yes** to request accommodations, specify the accommodations needed and upload supporting documentation from a licensed medical professional (required) outlining the medical condition and need for the accommodation. Then, click **Continue**. Once submitted, the NAAEI team will review the request and approve or deny it within 30 days. All accommodation requests must be submitted at least 30 days prior to your exam date. Requests submitted less than 30 days prior to your exam date may not be accommodated.

Test Format

CAM V2 Initial (Testing Center or Remote Proctoring)

Do you request accommodations?

- ☒ Yes
☐ No

Select Accommodations (optional)

- ☐ Separate Room
☐ Sign Language Interpreter
☐ Untimed Breaks
☐ Double Time
☐ 50% Additional Time
☐ Logistical Provisions
☐ Reader Required
☐ Screen Magnifier
☐ Other (please specify)

Supporting Documentation

+ Add Files...

Back

Continue

10. A **Notice to Schedule** email will be sent to the email tied to your PACE account from Meazure Learning. This email will contain a link to the exam scheduling site along with your login credentials. For **retake exams**, use the most recent Notice to Schedule email from Meazure Learning to schedule your exam. Make sure you don't log into Meazure Learning with your old credentials from any previous exam attempts.

Exam Request to Schedule

Once you have reached this page **DO NOT** click the back arrow on your browser to return to the previous page.

Check the exam type listed under "Exam" and the test format type listed under "Test Information" below to ensure you are requesting the correct exam and correct format. If either is incorrect, **DO NOT schedule**. Contact education@naahq.org for assistance.

If the name on your account does not match the name on your government ID exactly, **DO NOT schedule**. You will not be allowed to sit for the exam. Contact education@naahq.org for assistance.

Note: Cancellation fees, retake exam fees, rescheduling fees and application extension fees are non-refundable and non-transferrable.

A Notice to Schedule email will be sent to your email address. Refer to that email for instructions on scheduling your exam. 

Exam

CAM V2 Exam

Test Information

CAM V2 Initial (Testing Center or Remote Proctoring) - Submitted

Application Window

2/1/2026 - 8/1/2026

11. Locate the **Notice to Schedule** email. Your username and password are in the Scheduling Website section of the email.
12. Enter your username and password from the **Notice to Schedule NAAEI Exam** email into the scheduling site. Click **Login**.

Welcome to the Meazure Learning Online Exam Registration System

Login

Enter your username and password to submit your scheduling request.

If you are scheduled today to take an exam via remote proctoring and need assistance, please call (855) 772-8678.

Username

Username is required

Password

Password is required

[Forgot Password?](#)

Login

By clicking "Login", you agree to Meazure Learning's [Terms of Service](#) and [Privacy Policy](#).

Please Note: If you have been granted reasonable testing accommodations, your scheduling request should not be considered final until you receive your official Scheduling Confirmation Notice. It may take a few days to confirm the accommodations with the test site. You will be contacted by Meazure Learning via email within three (3) business days of submitting your scheduling request, either with the Scheduling Confirmation Notice to confirm your requested appointment time or with other scheduling options.

[Contact Meazure Learning](#)



13. You will see a privacy policy. Once you have read the privacy policy, scroll to the bottom and click **Agree**.

NATIONAL APARTMENT ASSOCIATION
Education Institute

Privacy Policy

Scantron makes every effort to respond and resolve all complaints in a prompt and timely manner.

SECURITY MEASURES

Scantron uses reasonable efforts to maintain the accuracy and integrity of Personal Data and to update it as appropriate. Scantron has implemented physical and technical safeguards to protect Personal Data from loss, misuse, and unauthorized access, disclosure, alteration, or destruction. For example, electronically stored Personal Data is stored on a secure network with firewall protection, and access to Scantron's electronic information systems requires user authentication via password or similar means. In particular, all connections to and from the website are encrypted using Secure Socket Layer (SSL) technology. Despite these precautions, please be advised that no data security safeguards guarantee 100% security.

CHANGES TO THIS PRIVACY POLICY

This Privacy Policy may be amended from time to time, consistent with applicable data protection and privacy laws and principles. We will notify you if we make changes that materially affect the way we handle your Personal Data previously collected, and we will allow you to choose whether their Personal Data may be used in any materially different manner.

[Agree](#) [Disagree](#)

[Contact Measure Learning](#)

14. Confirm your demographic information. Edit if necessary. **Important:** Your name listed in the Name field **MUST** match the name on your government ID or you will not be permitted to take the exam and will be considered a no show. If your name does not match the name on your government ID, please contact education@naahq.org before continuing.

NATIONAL APARTMENT ASSOCIATION
Education Institute

Please confirm your demographic information and update if necessary.

Verify that the first name and last name you used when registering exactly match the first name and last name on the government-issued ID(s) you will present on test day.

Name
Elizabeth Zolotukhina TEST ACCOUNT

Street Address *
123 Main Street

Street Address 2
Arlington

Email Address *
elizabethz@gmail.com

Country *
United States Minor Outlying Islands

Home Phone *
9172316039

State/Province

City *
Arlington

Postal Code *
20815

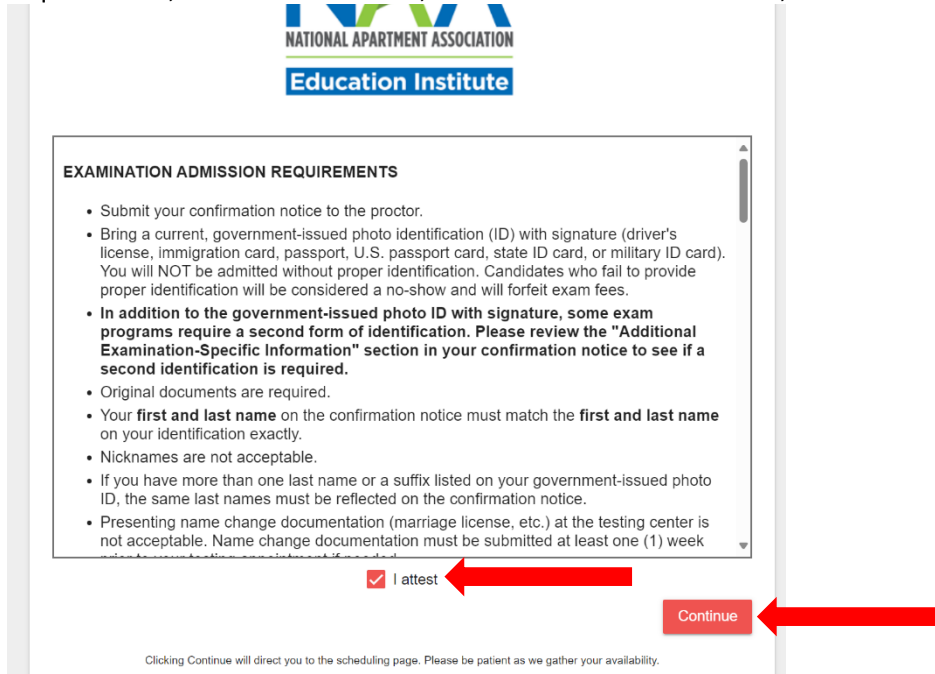
Work Phone

Cell Phone

[Continue](#)

[Contact Measure Learning](#)

15. You will then see examination requirements. After you have read the identification and exam administration requirements, scroll to the bottom, check the box next to I attest, and click **Continue**.



NATIONAL APARTMENT ASSOCIATION
Education Institute

EXAMINATION ADMISSION REQUIREMENTS

- Submit your confirmation notice to the proctor.
- Bring a current, government-issued photo identification (ID) with signature (driver's license, immigration card, passport, U.S. passport card, state ID card, or military ID card). You will NOT be admitted without proper identification. Candidates who fail to provide proper identification will be considered a no-show and will forfeit exam fees.
- In addition to the government-issued photo ID with signature, some exam programs require a second form of identification. Please review the "Additional Examination-Specific Information" section in your confirmation notice to see if a second identification is required.
- Original documents are required.
- Your **first and last name** on the confirmation notice must match the **first and last name** on your identification exactly.
- Nicknames are not acceptable.
- If you have more than one last name or a suffix listed on your government-issued photo ID, the same last names must be reflected on the confirmation notice.
- Presenting name change documentation (marriage license, etc.) at the testing center is not acceptable. Name change documentation must be submitted at least one (1) week before the exam date.

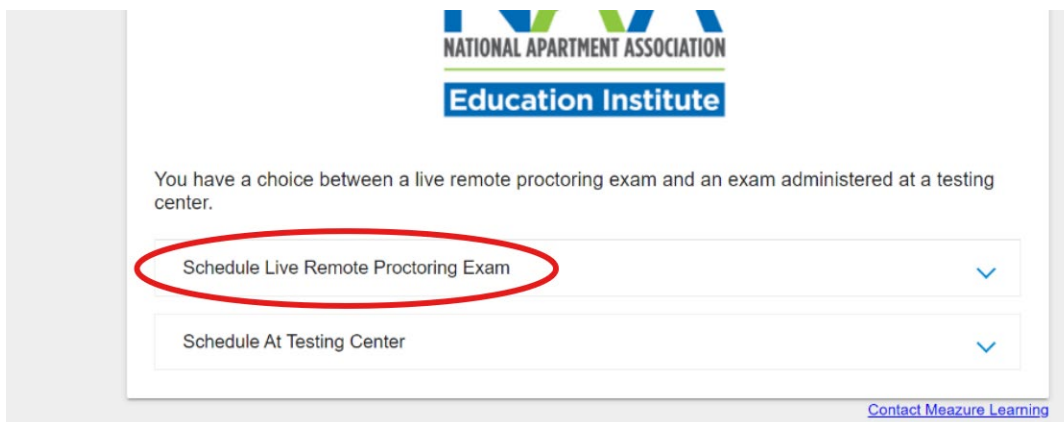
☒ I attest

Continue

Clicking Continue will direct you to the scheduling page. Please be patient as we gather your availability.

16. You will see a list of your unscheduled exams. Find the one you'd like to schedule and click **Schedule**. For **retake exams or if you were a no show to your previous exam**, you will be prompted to pay a retake fee during the scheduling process.

17. On the next screen, click **Schedule Live Remote Proctoring Exam**.



NATIONAL APARTMENT ASSOCIATION
Education Institute

You have a choice between a live remote proctoring exam and an exam administered at a testing center.

Schedule Live Remote Proctoring Exam

Schedule At Testing Center

[Contact Measure Learning](#)

18. You will see the screen displayed below. Please take the time to ensure your computer's specifications are suitable for testing with a live remote proctor. To avoid any delays or complications in testing, we strongly recommend that you ensure your computer meets the requirements prior to your testing appointment. Once finished, click the **Schedule/Take a live remote proctoring exam** button.

You have a choice between a live remote proctoring exam and an exam administered at a testing center.

Schedule Live Remote Proctoring Exam

Before scheduling a live remote proctoring exam, please make sure that you test your system for the following system requirement:

[Live Remote Proctor Requirements](#)

Schedule / Take a live remote proctoring exam

Schedule At Testing Center

[Contact Measure Learning](#)

19. Before proceeding, please review and accept remote testing terms and conditions.

ATTENTION: THIS IS A NON-PRODUCTION ENVIRONMENT, PLEASE ONLY SEND TEST DATA OR ASSUME THE RISK!!!!!!

proctoru Select language TEST ABA DEMO

My Sessions My Orders Support My Cart

Please accept the Terms of Service before continuing.

Terms & Conditions

☒ By checking this box and clicking "Accept Terms", you agree to Measure Learning's Terms of Service and Privacy Policy

Accept Terms

20. Next, you will need to run a system readiness check. First, select Test Your Equipment to verify technical readiness.

ATTENTION: THIS IS A NON-PRODUCTION ENVIRONMENT, PLEASE ONLY SEND TEST DATA OR ASSUME THE RISK!!!!!!

proctoru Select language TEST ABA DEMO

My Sessions My Orders Support My Cart

Enable Text Reminders

Test Your Equipment

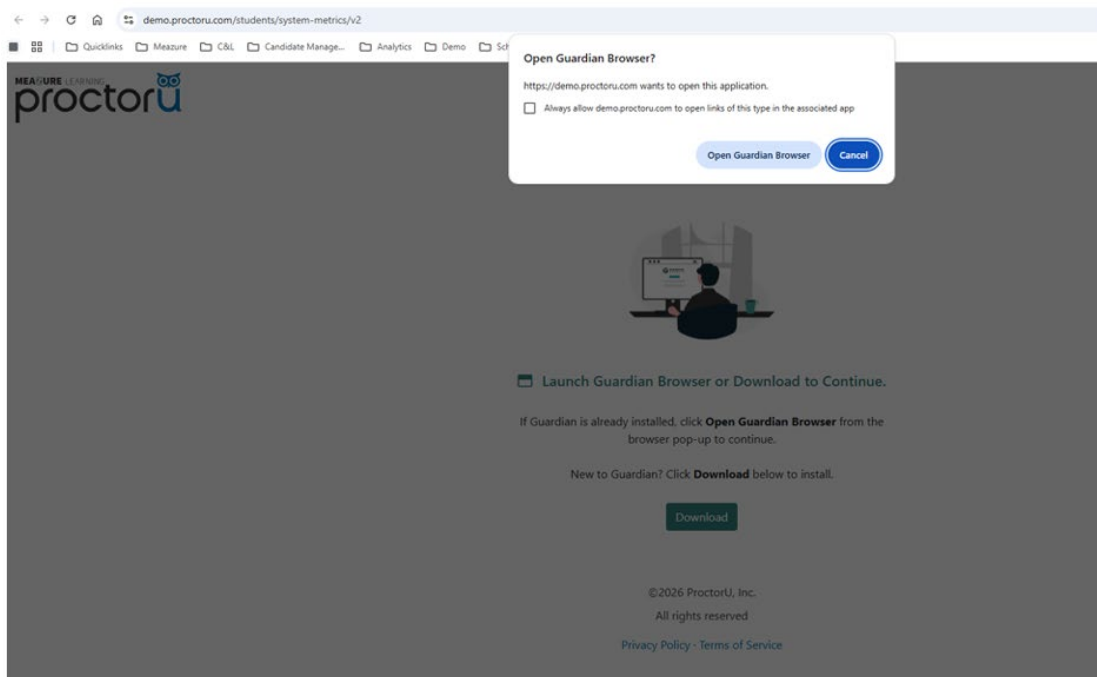
Download Guardian

Scheduled Appointments

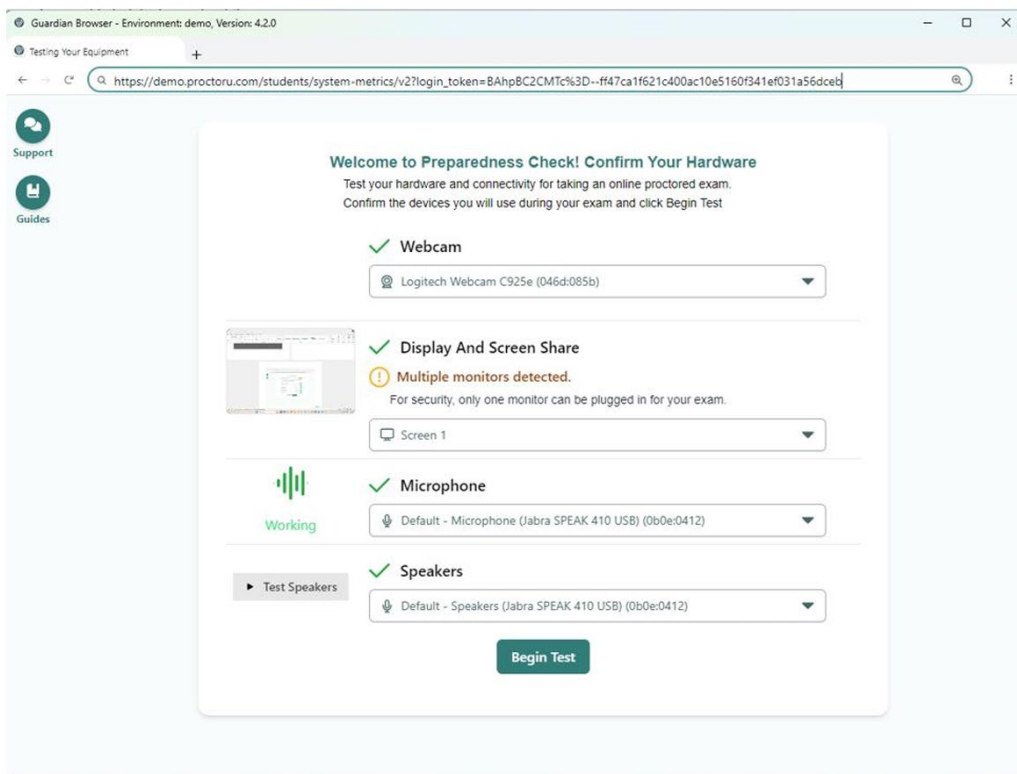
Active Exams	Testing Center Information	Date & Time	Type	Status	Actions
ABA Certified IRA Services Professional (CISP) Scantron 3 Second Camera Tutorial	Online		Live	Pending	Check your exam rules Schedule

Show 20 results

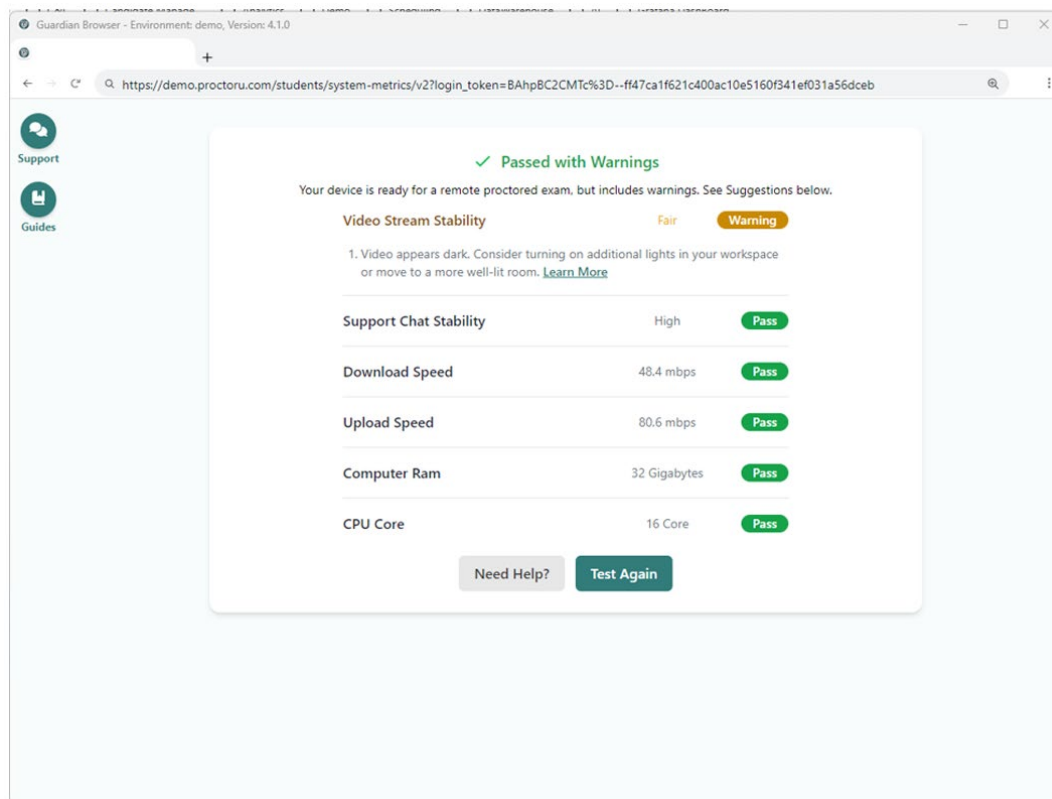
21. Install and launch the Guardian browser if Guardian is not already installed.



22. From the Guardian browser interface, verify the webcam, microphone, internet, and system compatibility by clicking the Begin Test button.

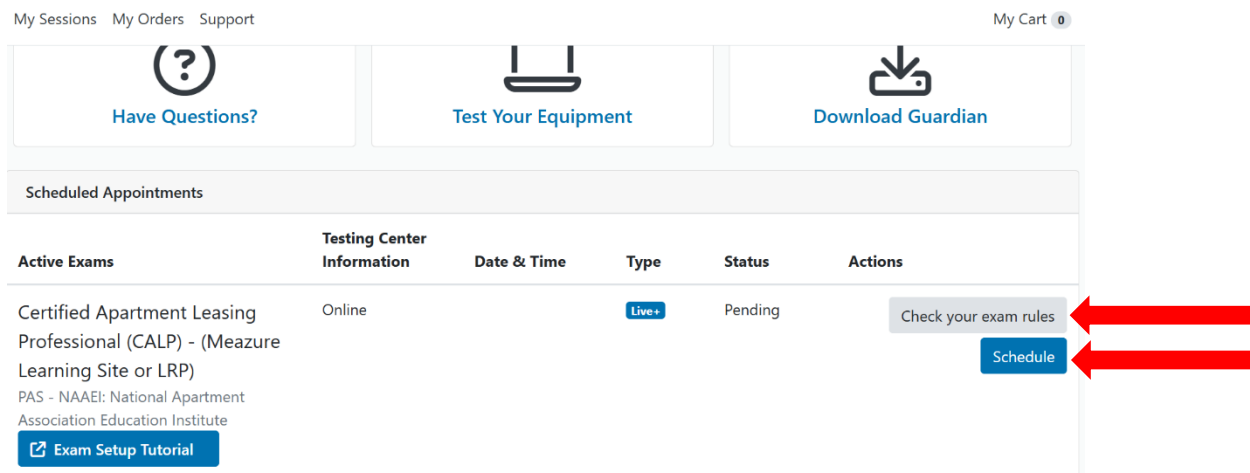


23. Review pass/fail results for all readiness checks.



24. After confirming system compatibility, return to the exam landing page. You will see a page with your active exams available to schedule.

- For more information about guidelines for your testing environment, click **Check Your Exam Rules**.
- To make your exam appointment, click **Schedule**.



25. Select a date and time. Click **Submit Search** and a box will appear with available appointments. **Important:** Exam appointments must be made at least 24 hours in advance, and no options will be available beyond your current candidacy end date.. Click **Select** to schedule your appointment.

Select a Date and Time to Search

April 2026

Mo	Tu	We	Th	Fr	Sa	Su
30	31	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	1	2	3
4	5	6	7	8	9	10

03 : 24 AM PM

Submit Search

Select a Time to Schedule

3:30PM EDT Thursday, April 30, 2026 3 days from now	Certified Apartment Leasing Professional (CALP) - (Meazure Learning Site or LRP)	SELECT
3:40PM EDT Thursday, April 30, 2026 3 days from now	Certified Apartment Leasing Professional (CALP) - (Meazure Learning Site or LRP)	SELECT
3:50PM EDT Thursday, April 30, 2026 3 days from now	Certified Apartment Leasing Professional (CALP) - (Meazure Learning Site or LRP)	SELECT

26. You will see a confirmation page. Your exam has been scheduled. Following the scheduling, you should receive an email with the subject line NAAEI SCHEDULING CONFIRMATION NOTICE (Admission Ticket) from candidatesupport@meazurelearning.com. This email **contains your exam appointment ID**. Please be sure to have this email readily available right before your test. Refer to this email and the instructions for taking your exam with a live remote proctor when you are ready to do so. If you need to re-schedule, you can do so by clicking Log in again. Otherwise, please enter your exam appointment using the information in the confirmation email and bring a government-issued photo ID.

Education Institute

Thank you for your registration request.

A confirmation notice will be emailed to the address that you provided. Please be certain to retain the confirmation notice and bring it with you to your examination.

If you have scheduled a computer-based exam and have not received your confirmation notice within 24 hours of scheduling, please contact Meazure Learning at (919) 572-6880 or candidatesupport@meazurelearning.com.

Log in again to view information about your registration request.

For technical support with the Meazure Learning platform, please contact Meazure Learning's Candidate Services team at candidatesupport@meazurelearning.com or by phone at 919-572-6880, available Monday – Friday, 7 am – 7 pm Eastern Time.