Scheduling your English Language Proficiency Test

Go to LanguageLine Solutions Test Scheduling website by clicking the underlined words.

Language Line Academy Login Keip / Kai Data Keip / Kai Reserved Reserved Login Reserved Reserved Login Code a New Account Login

Set up a new account by clicking on Create a New Account

Enter the required (*) information For Organization enter OHCIA

| LanguageLine La | Language Line Academy | | smorgan@languageline.com Log Out | | |
|---|-----------------------------|--------------------------|---|------------------|--|
| Home | 🛒 My Test Cart | Training | My Profile | Help / FAQ | |
| My Test Cart Please add one or mo Tests Add Test | re tests to this request. O | nce you are done, please | click Proceed to check ou | it your request. | |
| © 2016 LanguageLine Solution | s | | | | |

Choose the My Test Cart Tab Click on <u>Add Test</u>

Choose your language first, then the "test type" will appear.

Select eLPT Oline 24/7 and "test kind", "candidate name", and "candidate email" will appear.

Leave test kind as **standard**, enter your name and email address. Click on NEXT

| Home | My Test C | art (1) | Training | My | Profile | Help / FAQ |
|--------------|----------------------------|-----------|-----------------------------|--------|--------------|---------------------|
| ly Test (| Cart | | | | | |
| ease add on | e or more tests to this re | quest. On | e you are done, please clic | k Proc | eed to checi | k out your request. |
| ests | | | | | | |
| Candidate | Test Type | Test Kind | Phone Number | Date | | |
| susan Morgan | English - eLPT Online 24/7 | Standard | smorgan@languageline.com | N/A | Remove | |
| Add Test | | | | | | |
| Checkout | | | | | | |
| | | | | | | |
| | | | | | | |

When this screen appears, verify the accurate test was requested – ENGLISH and eLPT Online 24/7

Click on Proceed

| Home | 🛒 My Test Cart (1) | Training | My Profile | Help / FAQ |
|-----------------------------------|----------------------------------|------------------------|--------------------------|---------------|
| Payment Deta | ils | | | |
| Please provide the pa request. | yment information below. W | hen complete, click th | e Submit button below to | complete your |
| Payment Ty | pe • Change to Credit Card | • | | |
| (eTests will be billed o | nce the link is sent to the clie | ent) | | |

Choose "Charge to Credit Card"





This screen will automatically appear. Click on the link: LanguageLine Online Payment Form

| Home 🏹 My Test Cart Training My Profile Help / FAQ | | | | |
|---|---|---|-----------------------------------|--|
| Almost done! You must click the link below right away to pay for your test. You will receive email confirmation of your payment within 24 builties hours. | It will open a new wind | ow for you: | | |
| LanguageLine. Online. Payment. Eisem Payment. must be made immediately or your test could be cancelled. C0111LulguageLine Soluces | LanguageLine Acad | emy Bill Pay | | |
| | Home > Testing & Training > LLA Bill Pay | | | |
| | To pay for your Language Line Academy test or training online, please continue with our online | Email * | | |
| | contact us at (844) LLA-TEST ONE PAYMENT PER TEST/TRAINING | Candidate's First Name * | Candidate's Last Name * | |
| Please enter the following information: | | Organization Name (if not with an Organiz | ration, please enter N/A) * | |
| | | Test / Training Type * | Amount * | |
| Email | | Pay Now | | |
| First and Last Name | | | | |
| | Interpreting Translation & Localization | Testing & Training Industries | Company Resources Client Services | |
| Organization: Enter OHCIA | | | | |

Test Type – in this field, there is a drop down menu of choices. Select Other (Type in \$80)

The \$80 price was negotiated on your behalf by OHCIA, and this price is only available for interpreters working with OHCIA to obtain Oregon Certification or Qualification.

If you have any questions or problems, please contact 844-552-8378 for assistance.