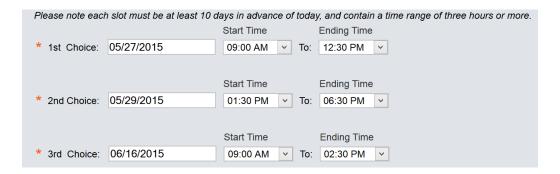


Applying for an ACTFL Test – A Step-by-Step Guide



Before you apply, you'll need to identify a proctor who can check your identity and start the testing process. You'll need to provide **three** options for when you and your proctor are available to test. Each proposed day must have a **three**-hour window. The first choice must be at least 10 days from the date of application:



Once you've identified your proctor, create an account by going to https://tms.languagetesting.com/IndividualSite. The OPI costs \$139.00, the OPIc \$70, and the WPT \$70.

Creating your account

- 1. Click on "Sign Up" and follow the steps to create your account.
- 2. You'll receive an email confirmation of your login name and password.

Applying for the tests

- 1. Log into your account under "Returning User."
- 2. On the homepage, under "ACTFL TEST APPLICATION," click on "Apply for an ACTFL Test."
- 3. Choose the category that best applies to you, and then the specific program you're applying for.
- 4. Read and agree to the terms and conditions, select the tests you need to take, and then click on "Apply Now."
- 5. Complete the application form & submit payment.
- 6. Once payment is submitted, an automated message will be sent to your proctor to accept or reject the dates & times proposed for testing. Please contact your proctor to ensure that he/she accepts the proposed times on the Proctor Site. We can't schedule the test unless your proctor accepts the proposed dates and times!
- 7. Once we've scheduled the test, both you and your proctor will get an e-mail confirmation of the day and time of testing.

Taking the tests

- 1. Meet with your proctor a few minutes before the test, so he/she can check your ID. Any payments for proctoring should be made between you and your proctor.
- 2. At the appropriate time, your proctor will arrange for you to take the tests.

Visit www.languagetesting.com for more information about the tests, or email us at support@languagetesting.com.