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

Identify Proctor → Create Account → Submit Application: Provide Dates & Times → Proctor Accepts Dates & Times → LTI Confirms Date and Time of Test → Testing Occurs → Results Posted to Your Account

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.