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INSTRUCTIONS FOR COMPLETING THE FORMULARY EXAM

1. Go to www.testrac.com/testing.
2. Select "**Enter Testing Site**" on the bottom of the page.
3. Select "**Register**" to create an account.
(If you have previously created an account, select "**Sign In**".)
4. Enter your "**Personal Information**" and "**Home address**".
5. Mark the box accepting the terms and conditions of the website.
6. Select "**Complete Registration Request**".
7. You will receive an email from TesTrac Online containing your ID and PIN.
8. Select "**Sign In**" on the Home page and enter your TesTrac system ID (ID) and Personal Id number (PIN).
9. Accept the terms and conditions and select "**Sign In**".
10. On the next page select "**Home**" from the bottom of the page. This will take you to "**Your Dashboard**".
11. Under "**Exam Group**" select State of Vermont. The test required will appear under the "**Non-proctored exams and assessments**" section.
12. Click on the exam and confirm you are about to purchase your exam.
13. Enter your credit card information and begin exam.
14. Once you have received a passing score (70% or better), you will be able to complete the application.