

## NEW PROMETRIC TESTING PROCEDURE:

In the new testing procedure, **YMCA Swim Officials Trainers no longer need to wait for all students to complete the test to close course.** YMCA Swim Officials should close the YMCA officials class immediately after they finish the classroom portion of the course, as the testing system will automatically score and be uploaded into the LCDC system.

### DIRECTIONS FOR STUDENTS:

#### LCDC

1. Log into your LCDC account (<https://lcdc.yexchange.org>)
2. Select **MY LEARNING** > Click **TESTS & ASSESSMENTS**
3. Scroll down to the Program Section > Click **on the Swim Official Test**
  - Review information and instructions before proceeding.
4. Click link **GO TO Swim Official Test**
  - You will be redirected to our testing site, Prometric.

#### PROMETRIC

##### Home Page:

1. Select **Register Now** to create an account

**NOTE: IF YOU ALREADY HAVE A REGISTERED PROMETRIC ACCOUNT, LOG IN AND SKIP TO STEP 8**

##### Registration Page 1, Prometric Info:

2. Enter Prometric Testing ID "11111111" (sequence of nine ones)
3. Select "YMCA" from the Test Provider drop down list
4. Enter your last name

The screenshot shows the 'FIRST TIME REGISTRATION' page for Prometric. At the top right, there is a link for '\*Required Field' and a help icon for 'More Information'. Below this is a navigation bar with four tabs: 'Prometric Info' (highlighted in green), 'Sign In Info', 'Profile Info', and 'Confirm Policy'. The main form area contains three input fields: 'Prometric Testing ID' (with a blue question mark icon), 'Select a Test Provider or Program\*' (a dropdown menu currently showing '-Select-'), and 'Last Name' (with a blue question mark icon). The 'Last Name' field has a small 'Last Name' label above it and a 'Last Name' label below it.

## Registration Page 2, Sign In Info:

5. Create username/ password, and enter security question information

FIRST TIME REGISTRATION \* Required Field | ? More Information

Prometric Info **Sign In Info** Profile Info Confirm Policy

Sign-in Information

Username \*   
Username

Password \*  Confirm Password \*   
Password Confirm Password

Security Question and Answer

Questions \*  
What is the name of the city in which you were born? \*

Question Answered \*   
Question Answered

Question \*   
Question

Question Answered \*   
Question Answered

## Registration Page 3, Profile Info:

6. Complete personal information including: name, address, email, phone number and YMCA Person ID

\*Your YMCA Person ID is located on LCDC on your Y-USA transcript and can also be accessed by your YMCA HR staff

FIRST TIME REGISTRATION \* Required Field | ? More Information

Prometric Info Sign In Info **Profile Info** Confirm Policy

Name

First Name \*  Last Name \*  Mailing Address   
First Name Test Mailing Address

City  State/Province  Postal Code   
City State/Province Postal Code

Contact Information

Email Address \*  Home Phone #   
Email Address Home Phone #

Other Information

YMCA Person ID \*  Birth Date   
YMCA Person ID mm/dd/yyyy

## Registration Page 4, Confirm Policy:

7. Confirm Prometric Policy by checking the check box

## Home Page Redirect:

8. Select **Candidate** from the top rail
9. Click **Take Test** from drop down screen



Take Test

## News and Information

### Welcome to the YMCA of the USA Certification Testing Center.

Congratulations on your commitment to continued personal growth and professional development by seeking YMCA certification.

From this page, you can access tests needed to complete your certification. Tests are timed and consist of multiple choice questions covering informati level.

To login, please click the appropriate link and follow the instructions provided.

If you have any issues accessing your test, please contact [LeadershipCertification@ymca.net](mailto:LeadershipCertification@ymca.net).

Good luck!

10. Click **Take Test** on testing page

The screenshot shows a green navigation bar at the top with the following menu items: HOME, CANDIDATE, PROCTOR, AUTHORIZING, AUTHOR REPORTS, ADMIN, and ADMIN REPORTS. Below the navigation bar, there are two main sections. The first section is titled "Take Test" and includes the text "Select and take a test." and a "Take" button. The second section is titled "Resume Test" and includes the text "Resume a test that you already started. This option is useful if you closed your browser or restarted your computer while taking a test." and a "Resume" button. A "NOTE" is present: "NOTE: Once you click the 'begin test' button, your test time CONTINUES to count down even if you have closed your browser or restarted your computer."

11. Select **Public Test** Option, for **Sponsor** select **YMCA**

The screenshot shows the "SELECT TEST" page. At the top, there is a green navigation bar with the same menu items as in the previous screenshot. Below the navigation bar, there is a "SELECT TEST" heading. Underneath, there are three radio button options: "Public Tests" (which is selected), "Private Tests", and "Eligibility Tests". Below these options is a "Sponsor" dropdown menu with "YMCA" selected.

12. Click **Submit**
13. Select the correct and hit **Take Test**
14. Confirm your selection
15. Click **Take Test**

If you or your students have any questions on the above process, please email [LeadershipCertification@YMCA.NET](mailto:LeadershipCertification@YMCA.NET).