

## INSTRUCTIONS FOR WEB EXAM REGISTRATION

- Read and follow the instructions carefully.
- Choose a date and county where you wish to take an exam. If the exam location says “FULL”, you will not be able to select it. Seats are limited at many of our locations and popular locations fill up quickly. You should schedule your exams early to ensure an available seat.
- Click on the Select link to choose an exam.
- Once you have chosen and selected a date and location, another screen will appear. Read the search instructions carefully. Enter your last four digits of your social security number and your last name. Once you have entered the data, the button below will be activated “**Press here to find your existing registration.**” Click on the button to move to the next screen.
- This screen will either return populated with information for you to review for errors or the required information will be blank. If the information populates and you find errors, please use the change of information form link and submit corrections. If the information boxes are blank, enter the required information. If you have any problems or questions you can call ODA at 614-728-6987 during normal business days Monday-Friday hours 8-4:30.
- Select the type of exam you want to take either commercial or private. You will automatically be taken to the next screen where you can choose the exams you wish to take. After selecting the exams, click on the “submit” button to register. A “Thank you” message box will appear; click “OK” and a “**REGISTRATION COMPLETE**” will appear. **IF YOU DO NOT SEE “REGISTRATION COMPLETE” ON THE PAGE YOU ARE NOT REGISTERED TO TAKE AN EXAM.** Scroll down the page to view our registration and exam information. Click the print button to confirm your registration and return to our home page.

