

CERTIPOINT QUICK GUIDE

Certiport industry certification exams assess proficiency in Microsoft Office, Adobe Creative Cloud, and information technology.



EXAMS

Microsoft Office Specialist, Adobe Certified Professional, and Information Technology Specialist.



LENGTH & FORMAT

50 minutes long with mostly multiple-choice questions and/or tasks to complete with the application.



AVAILABILITY

The exams are open to FSU faculty, students, staff, and the public.

REGISTRATION & PAYMENT

You'll need to register and pay for the exam with both Certiport and the FSU Testing Center. Note that all payments are nonrefundable and nontransferable.

1. REGISTER WITH CERTIPOINT.

MS OFFICE SPECIALIST & IT SPECIALIST | Go to Certiport's **registration page** to create a profile. Next, create a **Certiport store** account to purchase exam vouchers for MS Office Specialist (\$100) or IT Specialist (\$127 + retake voucher). Allow up to 2 days for processing.

ADOBE CERTIFIED PROFESSIONAL | Visit the **Adobe Certified Professional** page to purchase an exam voucher. Each individual exam is \$150.

2. REGISTER WITH FSU.

Go to the **Exam Registration System** to select a date and time for your exam. In addition to the Certiport fee, students must pay an FSU proctoring fee.

FSU STUDENTS | Pay a proctoring fee of \$12 with **FSUCash only** upon arrival at the Testing Center.

NON-FSU TESTERS | Pay a proctoring fee of \$15.50 through FSU's **RegisterBlast system**.

BEFORE YOU GO

To ensure you have a smooth testing experience, review **Testing Tips & Policies** and **Certiport** exam policies prior to arrival at our facility. We recommend reviewing the **tutorial for your exam** in advance. The tutorial is also presented at the beginning of each exam and does not count toward exam time.

WHAT TO BRING

ADOBE CREATIVE CLOUD CREDENTIALS

If you're taking an exam using the Adobe software suite, you must have an active Adobe Creative Cloud account. Be sure to bring your login credentials on exam day.

CONFIRMATION ITEMS

Bring the exam voucher code provided by Certiport.

Need accommodated testing?
Visit our **webpage** for assistance.

Questions about Certiport?
Visit the **Certiport website** for information about specific tests, learning materials, practice exams, score report, and retake policies.

FSU Testing Center
850-644-3017 | testing@fsu.edu
Hours: M-F, 8:30am-5:00pm
Directions & Parking