

Step 1: Select where and when you would like to take your exam(s).

- Verify county dropdown box, is accurate. For more exam choices, select a new county.
- Select date and location that works best for you. (Notice: Color coded key details meaning)
- Click the “Next” button to continue.

Exam Enroll Exam Unenroll

Instructions Step 1 - Select a Time and Place Step 2 - Select the Exams to Take Step 3 - Confirm Cart Step 4 - Register

Select the location, date and time below. For more choices, select a new county.

County: Leon

Exam sessions in which you are currently enrolled will be highlighted in light blue.
Exam sessions in which you are enrolled for the maximum number of exams will be highlighted in red.
Other available exam sessions will be highlighted in green.

	Date	Time	Location	Address	Exam Blocks Enrolled / Exam Blocks Allowed
<input type="radio"/>	10/28/2023	8:00 AM	Tallahassee Community College	Workforce Development Bldg. #38 Room 105 Tallahassee	0 / 7
<input type="radio"/>	11/04/2023	8:00 AM	Tallahassee Community College	Workforce Development Bldg. #38 Room 105 Tallahassee	0 / 7
<input type="radio"/>	11/14/2023	1:30 PM	Tallahassee Community College	Workforce Development Bldg. #38 Room 123 Tallahassee	0 / 7
<input type="radio"/>	12/05/2023	1:30 PM	Tallahassee Community College	Workforce Development Bldg. #38 Room 123 Tallahassee	0 / 7
<input type="radio"/>	12/09/2023	8:00 AM	Tallahassee Community College	Workforce Development Bldg. #38 Room 105 Tallahassee	0 / 7
<input type="radio"/>	12/09/2023	12:00 PM	Tallahassee Community College	Workforce Development Bldg. #38 Room 105 Tallahassee	0 / 7

Back Next

Step 2: Select the Exams you would like to take.

- Read the instructions box.
- Select language you would like to take your exam(s) in.
- Select the competency exam(s) you want to register for and click “Add to Cart”.
 - If you do not see the exam you want to take, click “Why don’t I see the exam I want to take?”
- Click the “View Cart” button.

Instructions Step 1 - Select a Time and Place Step 2 - Select the Exams to Take Step 3 - Confirm Cart Step 4 - Register

Select the Exam language and Exams you wish to take.

Why don't I see the exam I want to take?

How to enroll in an exam:

1. Select the language you would like to take the exam in.
2. Select the exam(s) you would like to take by clicking the checkbox to the left of the exam.
3. Click “Add to Cart”.
4. Review your exam selection by clicking “View Cart” at the bottom right of the window.

1. Select Language English

2. Select Exams

Exemption Exams (those for which course has not been taken) are highlighted in green.

	Exam Module	Exam Name	Language	Exam Fee	Exam Blocks
<input type="checkbox"/>	HOME	Family Child Care Home Rules and Regulations (HOME)	English	\$6.00	1
<input type="checkbox"/>	ITPR	Infant and Toddler Appropriate Practices (ITPR)	English	\$5.00	1
<input type="checkbox"/>	PSPR	Preschool Appropriate Practices (PSPR)	English	\$5.00	1
<input type="checkbox"/>	RNRF	Child Care Facility Rules and Regulations (RNRF)	English	\$6.00	1
<input type="checkbox"/>	SAPR	School-Age Appropriate Practices (SAPR)	English	\$5.00	1
<input type="checkbox"/>	UDAP	Understanding Developmentally Appropriate Practices (UDAP)	English	\$5.00	1

Back Add to Cart View Cart

Step 3: Confirm Your Cart

- If applicable, acknowledge one-time exemption use.
 - Please note: Child care personnel have one opportunity to be exempted from one or more of the mandatory training courses by passing the competency exam associated with the course. If you fail the competency exam, you must complete the course before attempting to register for the competency exam again.
- Review exam selection. If correct, click “Checkout”.
 - If incorrect, you can remove selected exam(s) by selecting that exam and clicking “Remove From Cart”.
 - If you need to select additional exams, click “Back”.

[Instructions](#) [Step 1 - Select a Time and Place](#) [Step 2 - Select the Exams to Take](#) [Step 3 - Confirm Cart](#) [Step 4 - Register](#)

Read the below instructions to confirm your exam selection.

Exemption Exam Warning

Warning!

Warning! You are attempting to register for Child Growth and Development (CGDR) exam(s) without completing the course(s).

If you want to move forward and take the exam(s) without completing the course(s), you are electing to use your one-time exemption for that course exam. If you do not pass the exemption exam attempt, you cannot register for the exam(s) again until you have completed the course(s). By checking the below box, you recognize you are choosing to use your one-time exemption for the following exam(s): Child Growth and Development (CGDR).

If you do not want to use your one-time exam exemption, simply remove the course exam(s) from your cart below.

☒ I have read and understand the above information. I am choosing to use my one-time exemption for Child Growth and Development (CGDR)

Read the below instructions to confirm your exam selection.

1. Review your online exam selection.
2. If correct, click “Checkout”.
3. If you would like to remove an exam, select the exam you wish to remove, and click “Remove from Cart”
4. If you would like to select more exams, click “Back”.

Exemption Exams (those for which course has not been taken) are highlighted in green.

Select for Removal	Exam Module	Exam Name	Language	Exam Fee	Exam Blocks
<input type="checkbox"/>	CGDR	Child Growth and Development (CGDR)	English	\$6.00	1

[Back](#) [Remove From Cart](#) [\(1\)](#) [Checkout](#)

Step 4: Complete Your Registration

- If you would like to receive reminder text messages, select the acknowledgement, choose carrier, and enter mobile number including area code.

Your Cart

Exam Module	Exam Language	Price
CGDR	English	\$6.00
Total:		\$6.00

Contact Information

Once you have completed your exam enrollment, you will receive confirmation emails and reminders.

Please verify your email: kristin.earley@mytffamilies.com

If this email is incorrect, go to your demographics page to change it. Changing your email will change your login username.

If you would like receive text reminders for this exam session, check the below box.

☒ I wish to receive text reminders and understand message and data rates may apply.

Choose Cell Phone Carrier: [Select Phone Provider](#)

Mobile Number

- Complete payment by entering billing information and selecting “Checkout”.
 - Note: Form of payment must have a Mastercard or Visa logo.

Billing Information

Confirm billing information is correct for the form of payment you are using.

First Name on Card

Last Name on Card

Billing Address



Billing City

Billing State Ex. FL

Billing Zip

Credit/Debit Card Information

Form of payment must have a Mastercard or Visa logo.




Card Number

Card Expiration (MM/YYYY)

Security Code

Checkout

- Once payment is accepted, you will receive the following success screen along with a confirmation email. Remember to print and bring your confirmation letter with you to the exam site.

Registration Results:		Success - Successful transaction. Confirmation Number: [REDACTED]
Users may unenroll from exams on the 'Exam Unenroll' tab. Users can also print exam information or print receipts for paid exams from the My Student Information 'My Exams' tab. An email and/or text notification will be sent to remind you of your upcoming exam session.		

Register for
Another Exam

Print Receipt

Return to Menu

You must print the Exam Confirmation Letter below and bring it to your exam!
The Exam Confirmation Letter can also be printed from the 'My Confirmations' tab on the Student Information page.

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EXAM CONFIRMATION LETTER

Dear [REDACTED]

Printed on: 09/20/2023

This is to confirm that you are pre-registered for the following child care competency exam(s):
I) Child Growth and Development (CGDR)

EXAM SITE INFORMATION: ([Also see DIRECTIONS TO EXAM SITE below.](#))

Tallahassee Community College
Workforce Development Bldg. #38 Room 105
444 Appleyard Drive
Tallahassee, FL 32304

Exam Date: 10/28/2023
Arrive 15 minutes before Start Time
Start Time: 8:00 AM

Arrive at the exam site at least 15 minutes prior to the exam start time. You will not be admitted into the exam site after the scheduled start time listed above. For each exam, you will be given 45 minutes. If you are scheduled for multiple exams, you may choose to take a short break.

SPECIAL COMMENTS/INFORMATION FROM THE TRAINING COORDINATOR: No special instructions

PLEASE BRING THE FOLLOWING ITEMS WITH YOU TO THE EXAM SITE:
- A Legal and Valid Form of Photo Identification (I.D.) Photos or Copies of IDs are not valid.

The only forms of photo I.D. that will be accepted are:

- Driver License (in and out of state)
- Military I.D.
- State I.D. card (in and out of state)
- State of Florida Employee I.D.
- Student I.D. (high school, vocational-technical schools, or colleges/universities) photo required on I.D.
- Passport