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Prepared Childbirth Educators: Off-Site Exam Process

*Please read this document in its entirety before registering for the examination

PCE is pleased to announce their partnership with Scantron Testing Centers to administer all PCE Certification Examinations moving forward. This will significantly shorten the registration and testing timeline for the examinee & allow them to receive real time exam results at the end of their selected testing time/date at a Scantron Testing Center. Please visit https://www.scantron.com/test-site-cities/ to see the city closest to you with a Scantron Testing Center.

Registering for the Examination

1. You must register and pay for the certification exam by submitting an examination registration form to PCE. You can print a copy of the examination registration form on www.childbirtheducation.org under the Certification Examination Section. If you have taken PCE's Prep Course or the Examination in the past three years, you are eligible for a discounted exam rate. Please email PCE@childbirtheducation.org or an exam registration form that will give you access to this rate.
2. After your payment is processed, you will receive an email within 3-7 business days from Scantron Testing Centers with a Notice To Schedule your examination.
    a. If you do not receive this email within 3-7 business days (please only count Monday-Friday as business days as the PCE & Scantron Scheduling offices are closed Saturday & Sunday), please check your junk mail folder in the email address submitted on your registration form, then if still not found, please email PCE@childbirtheducation.org.
    b. You will have 8 weeks from the date your registration form is submitted to PCE to schedule your examination. If you do not register for your examination within that time frame, your fees are forfeited and you must re-register/pay for the examination.
    c. If you need to cancel or re-schedule your examination date, you may do so by contacting Scantron following the directions in your Notice to Schedule email. Please note that Scantron requires a cancellation and reschedule fee to be paid directly to them.
    d. Test sites and dates are reserved on a first come first served basis. Once you have selected your exam date & time through the Notice to Schedule email received from Scantron, you will receive via email the address and driving directions to the chosen testing site as well as instructions regarding arrival time, what to bring, and a link to a generic sample test that demonstrates Scantron's online testing software, Scantron PASS™.
    e. For information on the testing software, including an example of what the examination will look like at the testing center, please visit https://www.scantron.com/preparing-for-your-test/
        i. Please note the exact layout of buttons may differ slightly on your screen because of variables such as your screen resolution, browser or operating system, but functionality will remain unchanged. Note that some buttons may not appear at all due to the setup of your exam.

Receiving Examination Results

1. Once you hit "Submit" at the completion of your examination at the Scantron Testing Center, you will receive your results immediately.
2. You will also receive to the mailing address on the registration form submitted to PCE, a results letter within 2-3 weeks of your exam completion date.
    a. If you pass the examination, your pass letter will include the credentials to your member account as well as a certification card for your records.
    b. If you do not successfully pass the examination, your letter will state next steps to re-take the examination. You can also email PCE@childbirtheducation.org prior to receiving your letter for next steps on how to re-take the examination.