

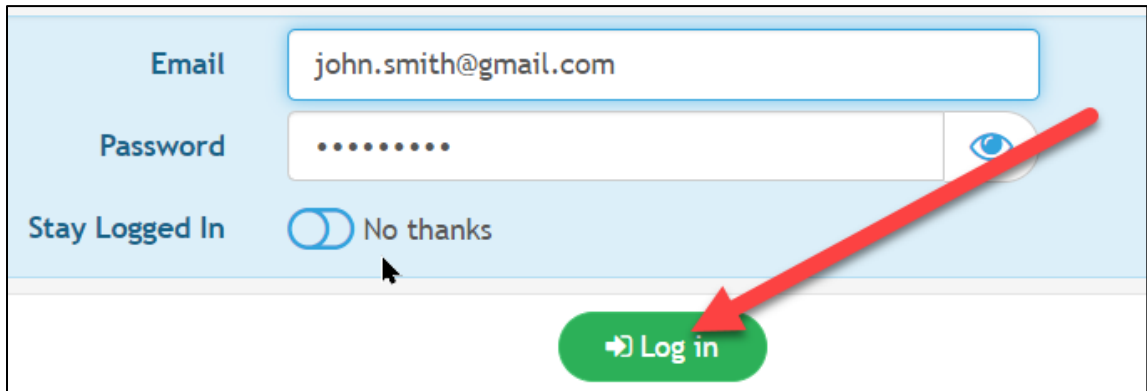
# Exam Scheduling

Once your application has been approved, you will receive a qualification email with instructions on how to schedule your exam. See below for some helpful tips on how to schedule your exam or what to do if you no longer have access to the qualification email.

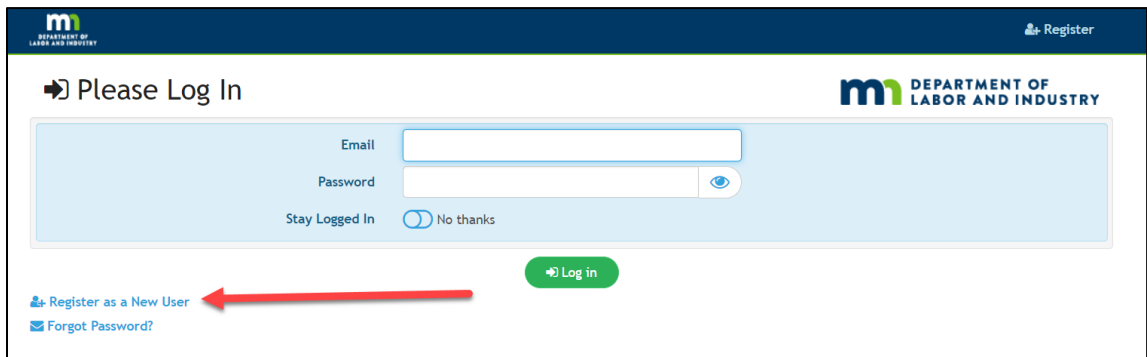
1. The qualification email will contain a link that will bring you directly to your exam application. The link will be embedded into your application number. The application number will be written in blue.

Click here to access your application record and schedule your exam **545842**,.

2. Clicking on the link will open the iMS website. From here:
  - a. If you have an account, use your email and password to login.



- b. If you do not have an account and would like to create an account, click on the “Register as a New User” link, and follow prompts to create an account. Note you do not need to create an account to proceed.



- c. If you do not have an account and do not want to create an account, proceed as a guest by clicking “Continue as Guest”

DEPARTMENT OF LABOR AND INDUSTRY

Please Log In

DEPARTMENT OF LABOR AND INDUSTRY

Email

Password

Stay Logged In  No thanks

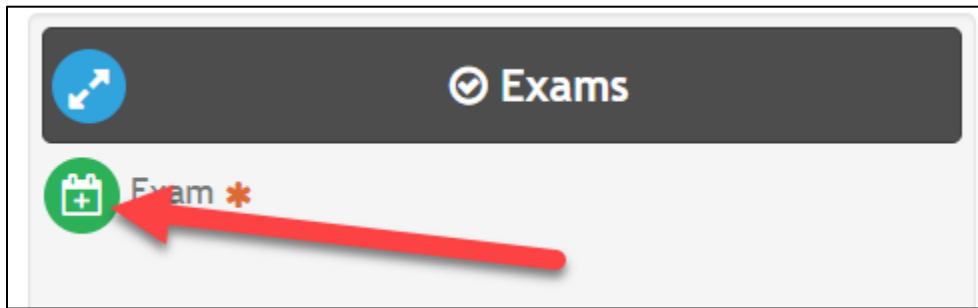
Register as a New User

Forgot Password?

Continue as Guest

Log in

3. Once you are on your application, look for the Exams tile and click the green schedule icon.



4. On the Register for an Exam page, use the drop downs to pick your location and date of Exam. When you have selected your location, date, and time. Click the green “Schedule” button.

Please select from the available locations, dates, and times

Activity	Exam
Exam Location	2101 S BROADWAY , New Ulm, MN 56073 BEST WESTERN PLUS NEW ULM - BALLROOM
Date	Wednesday Jul 12, 2023
Time	8:15 to 1:45

545336 Schedule

5. You will receive an email confirmation that you have successfully scheduled your exam. Please watch for the email, review carefully and save the email. It will contain important information regarding your exam.

## What if I didn't receive my Qualified Email?

If you have not received notification from the Department of Labor and Industry that you are qualified to take the exam, please double check your inbox and spam/junk mail. The email notification will be coming from our licensing email [dli.license@state.mn.us](mailto:dli.license@state.mn.us). If it has been longer than three weeks and you have still not received notice, please contact us at 651-284-5034 or by email at [dli.license@state.mn.us](mailto:dli.license@state.mn.us).

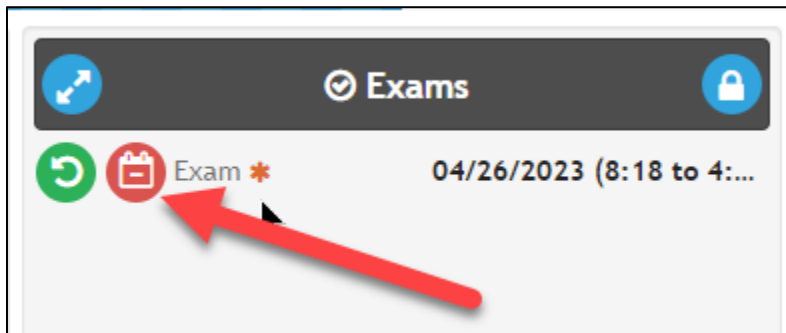
- Licensing will confirm the email on file to ensure we have the correct email
- Licensing will forward or resend the Qualified email

## What if I need to cancel or reschedule my scheduled exam?

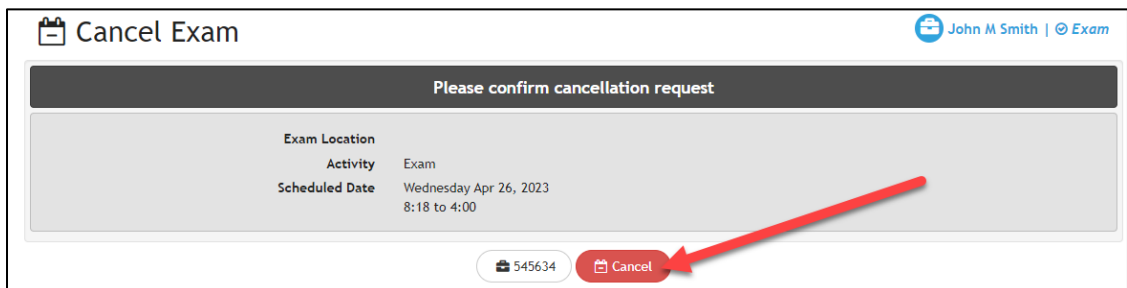
To cancel your exam or rescheduled your exam for another date or location, follow the steps outlined below.

### Cancelling

1. Locate your original Qualified email. You will need to have your application number, or the link embedded into the email to locate your exam.
2. Confirm you are on the correct application. From the Exam tile, there will be two icons next to your scheduled exam date. A red "Cancel" icon and a green "Reschedule" icon.
  - a. To Cancel: click the red "Cancel" icon



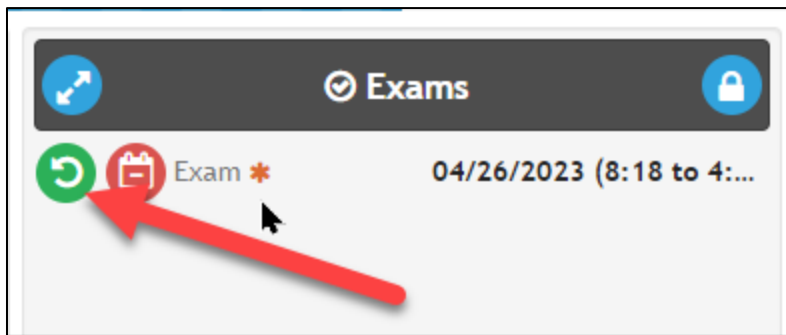
- b. On the Cancel Exam tile, confirm you are cancelling. Click "Cancel" to cancel your exam.



- c. When you can reschedule your exam, navigate back to your application, and follow the steps to schedule the exam.
- d. **Please note that exam applications must be used within one year of the application being received.**

**Rescheduling**

1. Locate your original Qualified email. You will need to have your application number, or the link embedded into the email to locate your exam.
2. Confirm you are on the correct application. From the Exam tile, there will be two icons next to your scheduled exam date. A red “Cancel” icon and a green “Reschedule” icon.
  - a. To Reschedule: click the green “Reschedule” icon



- b. On the Reschedule Exam screen, select a new location/date. Once you have selected the new information, click “Reschedule.” You will receive a new confirmation email with our newly scheduled information.

