



ASPPB

Association of State and
Provincial Psychology Boards

Candidate:

Resetting Your Password

Before you Begin

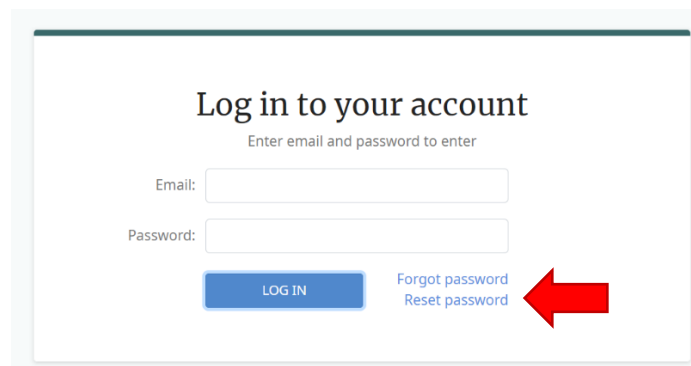
- The application to sit for an examination begins with your licensing authority. Once you are approved to sit for an examination, your licensing authority or board will create an account for you in the Certemy platform.
- The e-mail address you provided to your licensing board will be the e-mail address that is used in Certemy. Use this email address to login or to retrieve password information. Use this link to **access** the platform:

<https://app.certemy.com/entry/login>

PLEASE NOTE: Internet Explorer will no longer be supported by Microsoft as of November 30th, 2020. This browser is not compatible with Certemy's platform.

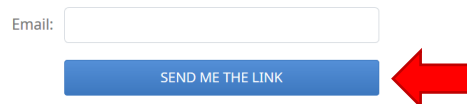
- When you wish to change or update your password, you may select "Forgot Password" on the login screen and a password reset e-mail will be sent to the e-mail address registered with Certemy (i.e. the email address provided by your licensing authority).

PLEASE NOTE: The **first time** you access the platform, you will need to first **reset** your password.



(After you have selected the **reset password**, the following will appear)

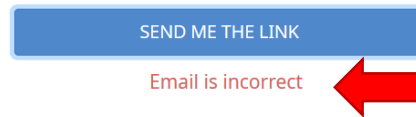
Please enter the email address associated with your Certemy account and we will send you a link to change your password



Already have an account? [Sign in](#)

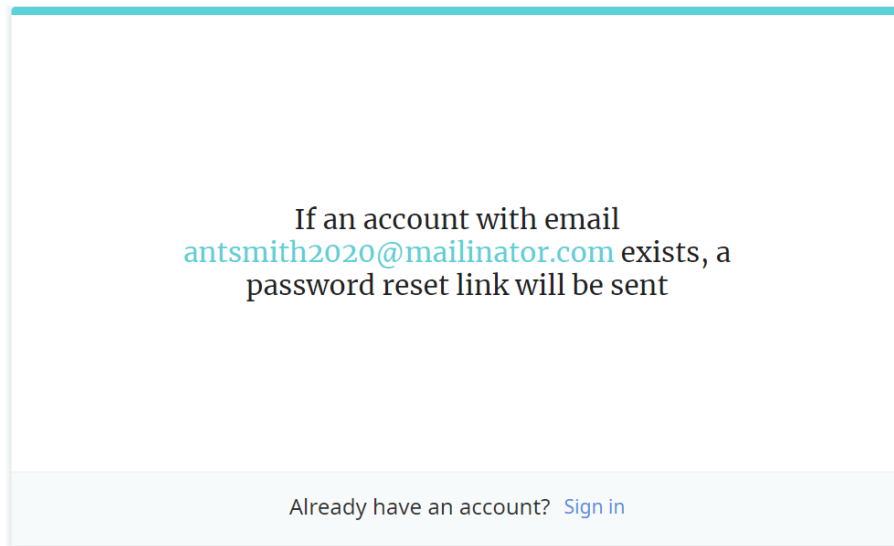
Once you have completed entering your email address, and selected "Send me the link", Certemy will send an email to your inbox that will allow you to reset your password.

*****If a prompt appears indicating that email is incorrect, please contact your licensing authority to determine which email address they have on file for you.



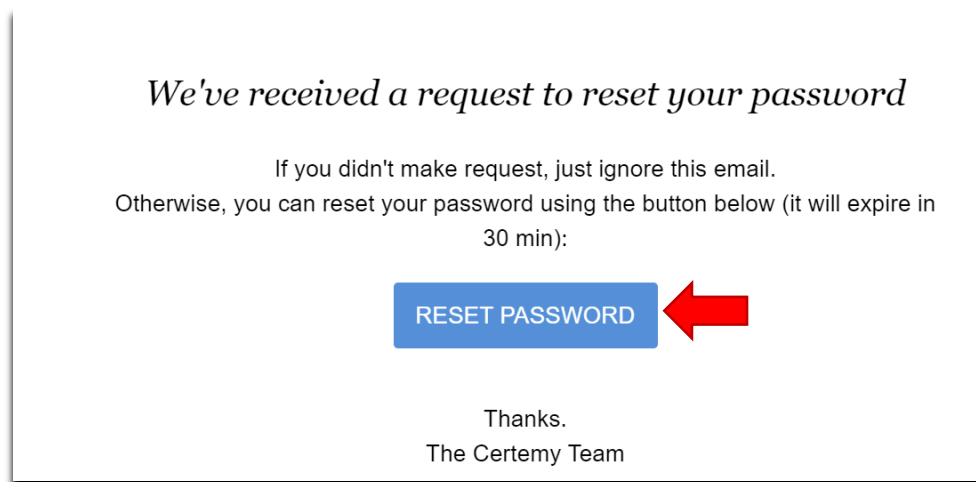
Password Reset Confirmation:

Upon successful password reset, the Certemy Platform will provide you with a confirmation notice and will send an email with token for the password reset.




Email with Reset Link


To complete the password reset process select on the "Reset Password" button.




Enter your new password, confirm the password, and select the “Change Password” button to complete process.

Please set your new password


New password: 

Confirm password: 

[CHANGE PASSWORD](#) 

Upon successful completion, Certemy will provide confirmation:

The password for antsmith2020@mailinator.com
was successfully changed

Already have an account? [Sign in](#) 

From this screen Select on the sign in link to access your account.

Reference Information

We are pleased to share that ASPPB partnered with Certemy to manage the online registration process for the EPPP examinations. Pearson VUE remains the testing vendor and administers the examinations at Pearson VUE testing centers. Your licensing authority has partnered with ASPPB to require ASPPB examinations.

When Did This Change Occur?

October 1st, 2020

Candidates Currently Scheduled for Examination with Pearson:

Exams scheduled under the Pearson VUE registration system (prior to September 30th, 2020) are not affected by the switch to Certemy. This means that unfortunately, we cannot process any changes to these scheduled exams. Candidates with exams scheduled under the old portal have two options:

- 1) Sit for the scheduled exam
- 2) Cancel the exam, receive a refund, and book a **new exam** in the Certemy portal.

Candidate Accounts in Certemy:

In order to use the Certemy platform for examination registration, you must first have an active account in Certemy and be assigned a new examination workflow by your licensing authority. Your licensing authority must also complete a “to do list” for you in the platform.

Once these conditions are met, you will use the new system to complete the registration process.

New Examination Workflow:

You will receive an email advising you that a new examination workflow has been assigned. *Once the licensing authority has completed their internal steps (specifically, the “to do list”),* you will receive an email advising you that you can complete the registration process.

Questions?

If you have any questions, please feel free to refer to the instructional videos, to contact your licensing authority or ASPPB, or for any technical concerns, to contact support@certemy.com.