

## NeighborWorks<sup>®</sup> Training Institute Online Testing Instructions

1. Click on the *name* of the course test you need to take (ex. For AH1111, click on "Using the CDBG
2. Program").
3. The link will take you directly to the test, but it may take a few seconds for the assessment page to load.
4. Once it has finished loading, enter all required login information (for example: first name, last name, email address). Fields that are required will have a red asterisk (\*) or red arrow (<) beside them.
5. Press the Login button. If you have done everything correctly, you will be brought to the assessment instructions page. If not, start again from Step 3.
6. Read the instructions on the first page of the assessment, then press the "Begin Assessment" button. Work through the assessment question by question. You will be notified about the results when you have completed the assessment. You will have an option at the end to send a copy of your test score to yourself via e-mail, just for your information and records. Your test score will automatically be sent to the appropriate staff at NeighborWorks<sup>®</sup> America – you don't have to do anything to notify us that you've taken the test.
7. Don't feel pressured – there are no time limits on the test, and if you want to stop and come back later, you can. The computer should save your information, based on your log-in information.
8. You can take the test anytime – 24 hours a day, seven days a week. Tests are open-book – you can refer to your course materials when taking tests.
9. If you do not pass a test, review your course materials to reinforce what you learned, and take the test again. You can retake the test as many times as necessary to pass it.

### What if I have questions?

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If you have any **technical questions about taking the test online** at the Cyber Café, contact a staff person per instructions at the Cyber Café. If that staff person cannot answer your question, ask him/her to contact Kindra Smith. If you are not testing at the Cyber Café and have questions, contact **Kamala Cameron-King** at [kcameronking@nw.org](mailto:kcameronking@nw.org) or 202-220-2488.

If you have specific **questions about the content** of a test or other issues related to the coursework, contact the appropriate Training Manager, depending on the track or professional certificate program:

- Affordable Housing – Rebecca Solomon, [rsolomon@nw.org](mailto:rsolomon@nw.org) or 202-220-2435
- Asset Management – David Fromm, [dfromm@nw.org](mailto:dfromm@nw.org) or 202-220-6312
- Community Engagement (Formerly Community Building & Organizing) – Tubal Padilla Galiano, [tpadilla@nw.org](mailto:tpadilla@nw.org) or 202-220-2474
- Community Economic Development – Lee Anne Adams, [ladams@nw.org](mailto:ladams@nw.org) or 202-220-2433
- Community & Neighborhood Revitalization – Tubal Padilla Galiano, [tpadilla@nw.org](mailto:tpadilla@nw.org) or 202-220-2474
- Construction & Production Management – Dale Prunoske, [dprunoske@nw.org](mailto:dprunoske@nw.org) or 202-220-7061
- Management & Leadership – Mark Robinson, [mrobinson@nw.org](mailto:mrobinson@nw.org) or 202-220-2358