

PRAXIS Online Registration Instructions for Paper-Based Tests

Note: The following instructions are for paper-based test registration. If you wish to take any of the computer-based Praxis exams, please refer to the ETS website for registration instructions. ETS's website is <http://www.ets.org>

Step 1: Go to <http://www.ets.org>

Step 2: Under the **TESTS** heading, click on **PRAXIS**

Step 3: If you are registering for PRAXIS I, click on **Register for a Test** under the heading **The PRAXIS I Test**. If you are registering for PRAXIS II, click on **Register for a Test** under the heading **The PRAXIS II Test**.

Step 4: Scroll down the page until you reach the heading **PRAXIS Paper-Based Test Registration**. Click on **register online using a credit card**. This can be done Monday thru Friday from 7:00 a.m. till 10:00 p.m. Eastern Time and Saturday 7:00 a.m. thru Sunday 8:00 p.m.

Step 5: If you have already setup an account on ets.org, log in now by entering your **User name** and **Password**. If you do not have an ets.org account, click on **Sign Up**. Follow the instructions given on the screen and insert the needed information into the appropriate boxes. When entering your phone number and social security number, do not place hyphens between the digits. You will then be asked to create a **User name** and **Password**. Your User name must be 6 to 16 characters in length, it must be composed of any combination of letters and numbers, and it may not contain any spaces or special characters. For example: “_”, “&”, and “+” are not allowed. Your password must be a minimum of 8 characters in length and must also contain three of the following four character categories: Uppercase characters (A through Z); Lowercase characters (a through z); Numeric characters (0 through 9); and Special characters (for example, !, \$, #, %). Your password cannot contain your user name, first name, last name or commonly used words such as “password”, “pass”, “word”, “red”, “blue”, “purple”, “green”, “yellow” or “orange”.

Step 6: Once you have created an account, ets.org will direct you to your homepage, **My Home Page**. Under **My Account**, click on **Place new order**. Under **Select Product Type**, highlight **Praxis test** and click on **continue**.

Step 7: You will now be directed to **Policy Agreement**. Read the Policy Agreement carefully and click on **I Agree**. You must click on **I Agree** in order to continue.

Step 8: You are now directed to **Select Test Date**. Click on the circle of date that you wish to register for. Then click **continue**.

Step 9: You are now directed to **Select Paper-Based Tests: Part 1 of 2**. You are asked to either enter the **test code**, the **test name**, or **Licensure/Certification**

State/Association. If you choose the **Licensure/Certification State Association** option, use **Pennsylvania Dept of Education**. Below is a list of test codes and names for Mansfield University's certification programs:

PRAXIS I

- 0710 PPST: Reading
- 0720 PPST: Writing
- 0730 PPST: Mathematics

PRAXIS II

- Art Education (K-12)
 - 0133 Art: Content Knowledge
 - 0511 Fundamental Subjects: Content Knowledge
- Chemistry Education (7-12)
 - 0245 Chemistry: Content Knowledge
- Early Childhood Education (N-3)
 - 0020 Early Childhood Education
 - 0511 Fundamental Subjects: Content Knowledge
- Earth and Space Science Education (7-12)
 - 0571 Earth Science: Content Knowledge
- Elementary Education (K-6)
 - 0011 Elem Educ: Curriculum, Instruction and Assessment
 - 0511 Fundamental Subjects: Content Knowledge
- English Education (7-12)
 - 0041 Engl Lang, Literature, Composition: Content Knowledge
- French Education (K-12)
 - 0173 French: Content Knowledge
 - 0511 Fundamental Subjects: Content Knowledge
- General Science (7-12)
 - 0435 General Science: Content Knowledge
- German Education (K-12)
 - 0181 German: Content Knowledge
 - 0511 Fundamental Subjects: Content Knowledge
- History (Social Studies) Education (7-12)
 - 0081 Social Studies: Content Knowledge
- Library Science (K-12)
 - 0310 Library Media Specialist
 - 0511 Fundamental Subjects: Content Knowledge
 - *Library science students not currently holding a PA teaching certificate must complete a PLT (Principles of Learning Test) .
Choose only one of the following tests:
 - 0522 PLT: Grades K-6
 - 0523 PLT: Grades 5-9
 - 0524 PLT: Grades 7-12
- Mathematics Education (7-12)
 - 0061 Mathematics: Content Knowledge

- Music Education (K-12)
 - 0113 Music: Content Knowledge
 - 0511 Fundamental Subjects: Content Knowledge
- Physics Education (7-12)
 - 0265 Physics: Content Knowledge
- Reading Specialist (K-12)
 - 0300 Reading Specialist
 - 0511 Fundamental Subjects: Content Knowledge
- Spanish Education (K-12)
 - 0191 Spanish: Content Knowledge
 - 0511 Fundamental Subjects: Content Knowledge
- Special Education (N-12)
 - 0353 Edu of Exceptional Students: Core Content Know
 - 0511 Fundamental Subjects: Content Knowledge
- Supervisor I
 - 0410 Educational Leadership: Administration and Supervision

Step 10: After you have entered with the **Test Code** or the **Test Name**, click on **Search**. Scroll down the page until you see the section entitled **Available Tests**. You should see the test code and name of the test you wish to take. If you do not, continue searching. If you do see the appropriate test, click on **Add**, located on the right side of the chart.

Step 11: After clicking **Add**, you will be directed to a page called **Select Paper-Based Tests: Part 2 of 2**. Here, you will see the test that you previously selected, if this is not the test that you need, click **Remove**, located on the right side of the table. If you need to register for more tests, click on **Select Another Test** and repeat Steps 9 and 10. If you do not need to register for more tests, click on **Continue**.

*Please note that Praxis I and Praxis II tests are one, two, or three hours in length. You may take any combination of tests that fits the schedule shown below. Tests of different types (for example, multiple-choice and constructed-response) cannot be taken during the same session.

Test Schedule		
Session 1		
One 2-hour test	or	One or Two 1-hour tests
Or One 4-hour test		
Session 2		
One 2-hour test	or	One or Two 1 hour tests
Or One 3-hour test		
Session 3		
One 2-hour test	or	One or two 1-hour tests

Each test is offered during only one of the three sessions (testing session, duration, and cost can be found in the table under Select Paper-Based Tests: Part 1 of 2). If you are

registering for more than one test, be sure the test times do not conflict. If you need to take two tests that are scheduled for the same session, you must take the tests on different dates and use a separate registration form to register for each one. Under no circumstances will your test be scored if you take a test in a session during which it is not offered.

Step 11: After adding all of the tests that you require, you will be directed to a page called **Search Location**, if you wish to take the tests at Mansfield University, please select **United States, Pennsylvania, and Mansfield**. A box will appear with **Search Location Results** listed. **MANSFIELD UNIV PA- MANSFIELD, PA 16933** should appear in the box. Click on **MANSFIELD UNIV PA- MANSFIELD, PA 16933** once to highlight it, a click on **Select Test Center(s)**. Scroll down until you see a box titled, **List of Test Center(s) to Check for Availability**. If you click on **MANSFIELD UNIV PA**, a map will pop up to give you directions to the University. Click on **Check Availability**. This will bring you to a page titled, **Reserve Location**. There should be a table with **MANSFIELD UNIV PA** located on the left side. On the right side of the table is **Reserve**. Click once on **Reserve**, this will tentatively reserve a seat for you in the selected testing sessions. However, you are not guaranteed a seat at your chosen test center until you have completed the registration and payment process.

Step 12: After you have tentatively reserved a seat, you will be directed to a page titled, **Administration, Location and Code/Test Verification**. Make sure all of the information in the table is correct. If you need to make corrections, click on **Edit**. If all of the information is accurate, click on **Continue**.

Step 13: After clicking on **Continue**, you will be directed to a page called, **Select Attending Institution: Part 1 of 2**. Your Attending Institution is the college, university or institution where you received training that most closely relates to the test(s) you are taking. For most people using this guide, that institution will be Mansfield University. Scroll down the page until you reach the **Search By** table. You can either search for Mansfield University by **Name, Country, State/Province, or Attending Institution Code**. Mansfield University's **Attending Institution Code** is **2655**. After entering the pertinent information into the table, click on **Search**. Mansfield University should appear in the **Search Results** table. If not, try a different search. If it does appear in the table, click on **Select** on the right side of the table. You will then be directed to **Select Attending Institution: Part 2 of 2**. Make sure of the information in the **Attending Institution** table is correct. If all of the information is correct, click on **CONTINUE**.

Step 14: You are then directed to a page called **Select Score Recipients: Part 1 of 2**. You may send your scores to 3 recipients at no additional cost. You may send your scores to additional recipients for \$35.00 per report. A Score Recipient is an institution or organization that needs to receive a copy of your scores. Mansfield University is one of those institutions! Again, you can search for Mansfield University by entering the **Name, Country, State/Province, or Score Recipient Code**. Mansfield University's **Score Recipient Code** is **2655**. After entering the pertinent information into the table, click on **Search**. Mansfield University should appear in the **Search Results** table. If not,

try a different search. If it does appear in the table, click on **Select** on the right side of the table. You will then be directed to **Select Score Recipients: Part 2 of 2**. Make sure that your scores are being sent to Mansfield University. If all of the information is accurate and **Mansfield University** appears in **Score Recipient** table, click **Continue**.

Step 15: You are now directed to **Select Certifying State/Agency: Part 1 of 2**. The Pennsylvania Department of Education must also receive a copy of your Praxis scores. You may search for the PDE by simply typing **Pennsylvania** into the name box or by using the PDE Score **Recipient Code- 8033**. After searching, click **Select**, on the right side of the table to add the PDE to your score recipients list. You are then directed to **Select Certifying State/Agency: Part 2 of 2**. If all of the information in the table is correct, remember, you must have your scores sent to the **Pennsylvania Department of Education**, click on **Continue**.

Step 16: You are now asked to complete a series of Demographic Questions. When you have completed these questions, click on **Continue**.

Step 17: After completing all of the Demographic Questions, you are given an **Order Summary**. Check to make sure that all of the information on your summary is correct. If there are any problems, simply click on **Edit** in the related field. If all of your information is accurate, click on **Complete Order**. You are then directed to a page titled, **Complete Order**. Click on **Checkout** at the bottom of the page to pay. You are then asked to enter your credit card information. When this has been completed, click on **Submit Payment**. You will need to print out a copy of your receipt; this will be needed on the test day.