GET CERTIFIED

SPONSORED CANDIDATE APPLICATION GUIDE
Candidate Application > Account Set Up

There are two places on the PTCB homepage (www.ptcb.org) to apply for certification.

Candidates can click on the large orange APPLY ONLINE button to get started.
Candidate Application > Account Set Up

Those new to the site should begin by registering their account. Returning users may enter their username and password.
Candidate Application > Account Set Up

There are eight steps to the registration process. On Step 7, candidates are given the option to add their Employee/Student ID, as well as their Store or Region Number/ Campus Number; candidates should fill out this information if instructed to do so by their employer/educator. This information is not required by PTCB.

![Image of PTCB Account Setup - Additional Information page](image-url)
Candidate Application > Exam Application

After a candidate’s PTCB Account is set up, they are directed to their Account homepage to start the exam application.

Candidates can apply for certification on their PTCB Account homepage.
There are several steps to the exam application. Just before a candidate gets to the payment page they are asked if they are being sponsored. When a candidate selects YES, they are asked to identify the sponsoring organization.

Voucher Sponsors require the candidate to enter their assigned voucher number at this time.
Candidate Application > Exam Application

Once sponsorship is identified by the candidate, the candidate must agree to specific terms and conditions and enter COMPLETE to submit their application for approval.

Candidates will receive an email when they are authorized to schedule their exam. They will also find information about their certification application status on their PTCB Account homepage.