

Professional Astrologers Alliance (PAA)

Traditional Testing Procedures (personal proctoring)

Traditional testing is: in-person, sit-down, on-paper, with a live monitor-supervisor in the room.

1) Request to register for the exam by writing to PAA Education Director Cathy Coleman at ccoleman829@gmail.com.

Provide:

- The exam level you wish to take
- Your Name
- Email address
- Phone number
- Postal address
- The approximate date you wish to take your exam

The PAA response will include details for the following steps that you will need to take:

2. Arrange for proctoring – two options:

Option-a: Identify an individual who is qualified-authorized by PAA, who will be willing to proctor your test on a date/time/location agreed on by both of you. PAA can help you identify such a person. Contact that person to complete the arrangement.

Option-b: Register with a PAA approved proctoring service. This service may be through a library, college, or professional proctoring establishment. You may start by inquiring with your local library or college.

3. Notify PPA

- The proctoring option you have chosen
- Contact information for the proctor(s) (email & phone number)
- Make arrangements for the proctor's fee (if there is one)

4) [Pay the exam fee](#)

NOTE: NCGR Members Discount is applied at the time of payment. To get the discount you will need to provide proof of membership, which you find in your NCGR profile when you sign as a member into <http://geocosmic.org>. Take a screenshot of the Membership Card and upload it when you make the PAA exam payment.

5) Confirm your exam date/time/location directly with your chosen testing venue, or person.

6) The exam paperwork will be mailed directly to your proctor, prior to the date of the test, by PAA.

7) When the test is completed, the proctor will collect all the paperwork from you, including all scratch paper, and will mail it back to PAA.

8) What to bring with you to the test:

Ephemeris (20th and 21st century), Table of Houses, Calculator

Blank scratch paper, Writing tools. **What not to bring:** Printed instructions or other printed tables

9) While taking the test: headsets, phones and other electronic devices must be put away.