

Hello CTCMA Applicant,

If you are receiving this email, it is because you have inquired about dates/times for booking your exam sitting for your CTCMA Safety Exam(s) or Doctor Exam.

Please read the information: <https://selkirk.ca/services/student-support-services/assessment-services/external-exam-services> prior to booking regarding technology requirements and details of your online exam.

**Have you followed the steps from CTCMA?:** <https://www.ctcma.bc.ca/examinations/safety-examination/>

If you feel you can meet these, then you are welcome to follow the instruction below for booking your CTCMA exam.

***Note: You can select a date sooner than the 45 days that CTCMA mentions, however, you must communicate with CTCMA what date(s) you have chosen with us so that they send us the exam information on time. Please do communicate with them immediately after booking with us.***

Please read the required reading **well** before your exam so that you are comfortable with all your technology at: <https://selkirk.ca/services/student-support-services/assessment-services/external-exam-services> and select the CTCMA link. ***Note: Yes, you will be paying your \$75.00 Registration fee with CTCMA and the \$50.00 fee with Selkirk College to Proctor your exam as noted on their website.***

If you are concerned about technology, please let us know your **specific concern or circumstance** and usually there is a way to accommodate, however, please let us know as soon as possible (i.e. not on the day of the exam or the day before).

**\*\*\* If you require a Chinese Exam, you must request this with CTCMA and not Selkirk College, so they send Selkirk College the correct exam.**

**\*\*\* Your Proctor will be English speaking. If you require a translator and/or someone to assist with technology, you must bring that person to your test with you and have them available during the length of your test (but not in the same room during the actual testing) to assist with translation. If you come to the exam under-prepared with technology or translation, we will not be able to complete your exam and you will need to **re-book and re-pay for another sitting.****

**There are NO in-person services. Please do not attend a Selkirk College Campus.**

***\*Times are Pacific Standard Time***

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**BOOKING: (Pacific Daylight/Standard Time)**

**<https://selkirk.ca/services/student-support-services/assessment-services/external-exam-services>**

and select the booking link.

Please contact CTCMA and do their required form paperwork/payment and email them so they know to send us the exam link information . Even though their paperwork says you must book with them 45 days in advance, they are shortening that timeline, however, please do contact them directly (email/phone) and confirm what date you have booked with us. If you book with us and pay (\$50.00), you can reschedule up to 72 hours in advance without losing your payment.

To fill in the form for registration and payment:

**#1 select Zoom Online Proctoring**

**#2: External Exams**

**#3: External Exams**

**#4: CTCMA**

**#5 & #6: Date and Times Selection & #7-9: Your required information  
(Please note: You may put n/a in any field you do not know, or think is not relevant. We know most of the CTCMA contacts, so please do not worry about that.)**

\*\*\*Note: We now have later evening weekday and Saturday appointments.

**Rescheduling?:** Follow prompt here

- <https://canada.registerblast.com/selkirkcastlegar/Tab/View/123> (no refunds provided, and you must reschedule 72 hrs in advance - **You may reschedule up to 3 times, after this, it will be considered a cancellation**)

**Cancellation?:** Follow prompt here

- <https://canada.registerblast.com/selkirkcastlegar/Tab/View/124> (no refunds provided)

Thank you in advance for your time and have a wonderful day!

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