

# Getting started with our CPI Training Program

## Step-by-Step Guide

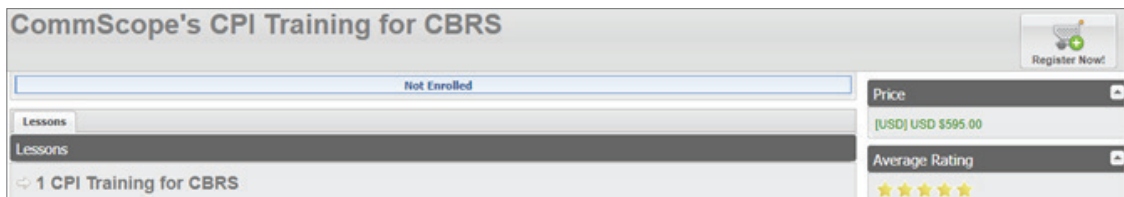
1. Sign up for the course **CPI Training for CBRS**
2. Complete the self-paced course
3. Schedule a video-proctored certification exam
4. Pass the certification exam
5. Receive your digital certificate
6. You are now a CPI!

### Step 1: Enroll in the course

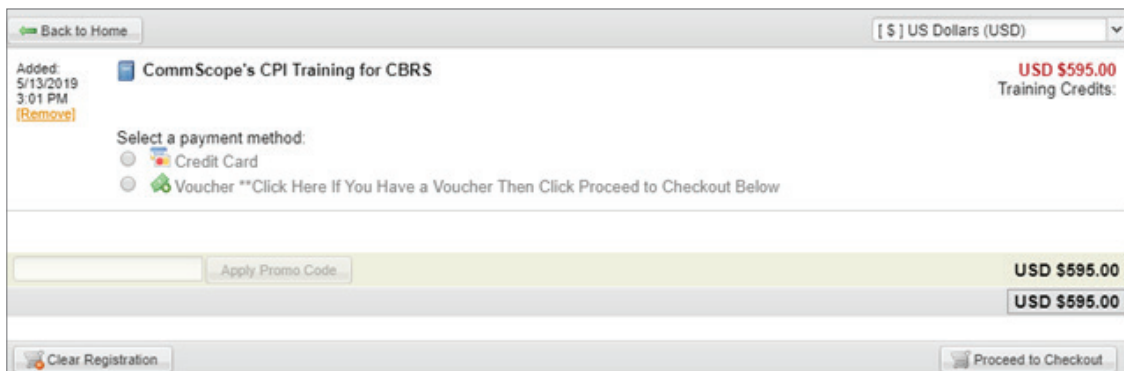
Go to our [web site](#) to enroll in the course (if you don't already have an account, click on the Create New User Account link).

\$595 - Enroll today >

Register for the course by selecting the Register Now button in the upper right corner (note that the course expires in 30 days).

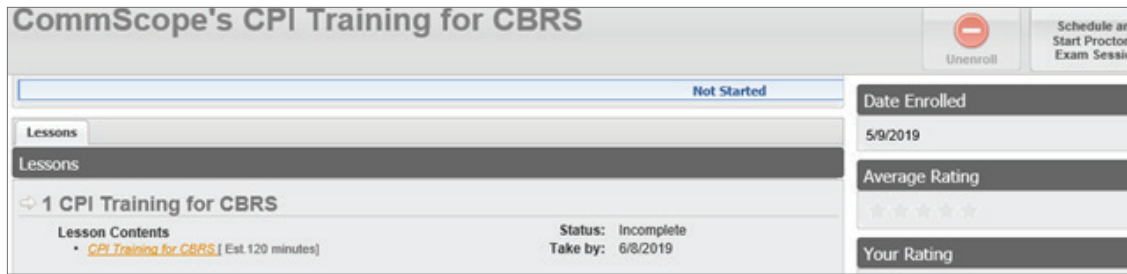


You will be prompted to read and accept our terms & conditions. Scroll to the bottom of this box to activate the acceptance buttons. You can then proceed to enter your payment information (if you have a voucher or promo code, enter those accordingly).

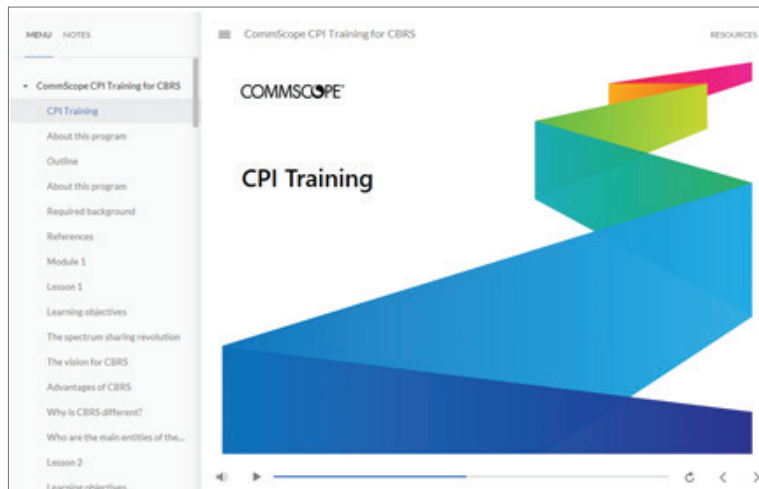


## Step 2: Complete the self-paced course

Start the training by clicking on the course link.

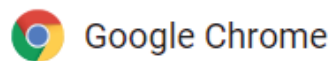


Start taking the self-paced course (this will take approximately 2 hours).

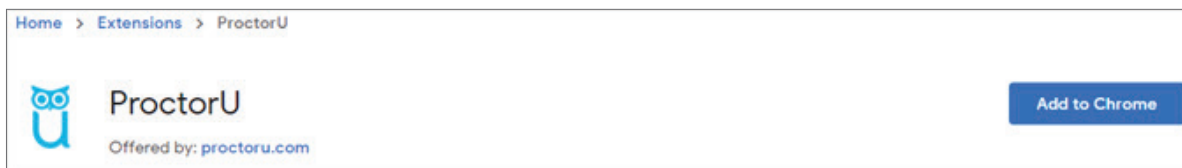


## Step 3: Schedule a video-proctored certification exam through ProctorU—Registration

Ensure you have the latest version of Google Chrome installed.



Download the ProctorU Chrome extension [Bit.ly/proctoruchrome](https://bit.ly/proctoruchrome).



Go to <https://go.proctoru.com/students/users/new?institution=1937> and complete the registration process (use your mobile number during account registration).

Login to your account and select Schedule New Session—<https://go.proctoru.com/session/new>.

Confirm your institution, term and exam.

1. Confirm your institution: CommScope

2. Select a term: Open Ended Term

3. Select your exam: CPI Training for CBRS

Find Sessions

Schedule your session.

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

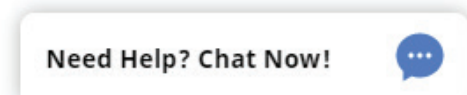
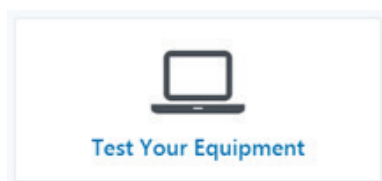
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Select a Time

11:20AM EDT Thursday May 9, 2019 1 day from now	CPI Training for CBRS	SELECT
11:30AM EDT Thursday May 9, 2019 1 day from now	CPI Training for CBRS	SELECT
11:40AM EDT Thursday May 9, 2019 1 day from now	CPI Training for CBRS	SELECT

## Step 4: Preparation and passing the certification exam

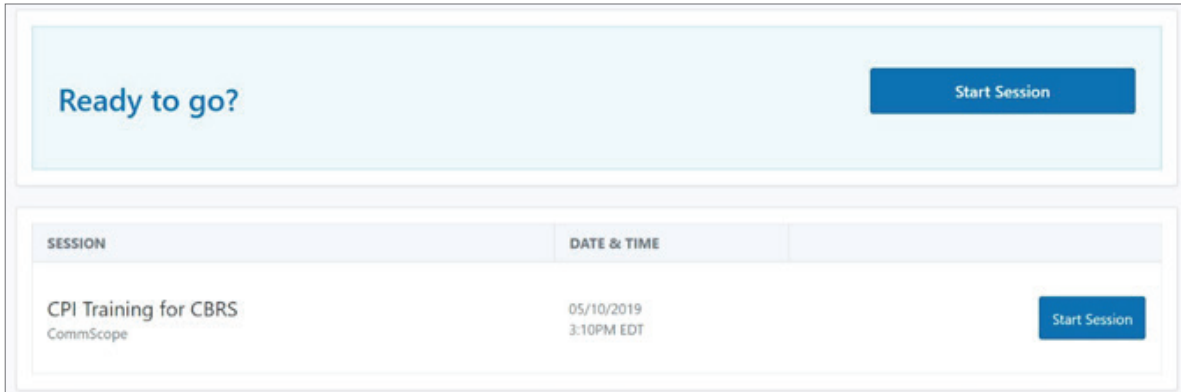
- Ensure you are only using a single monitor
- Reboot your computer before connecting
- Open a fresh instance of Google Chrome
- Be in a private, well-lit room
- Clear your workspace of clutter
- Have your government issued photo I.D. ready
- Have a mobile phone with a front-facing camera or small compact mirror ready
- No non-religious head coverings
- Test your equipment and ensure everything is working.  
If you have issues, contact a live technician at the bottom of the page.  
- <https://test-it-out.proctoru.com/>



Need more information on exam proctoring?

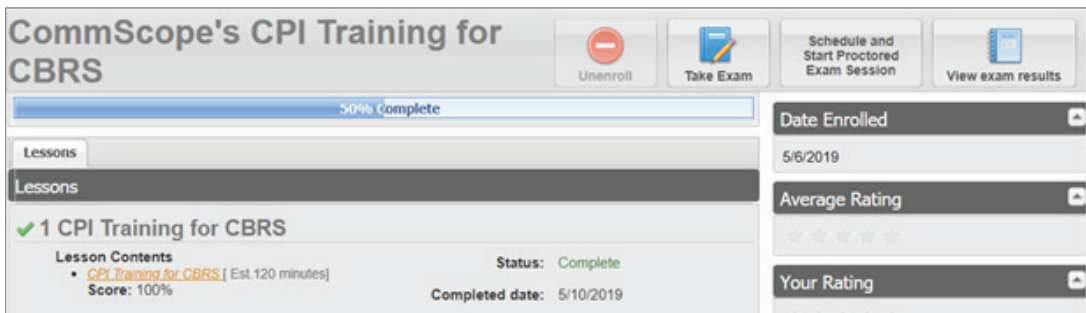
<https://www.proctoru.com/live-plus-resource-center>

Login to the application at your scheduled time and start your session.

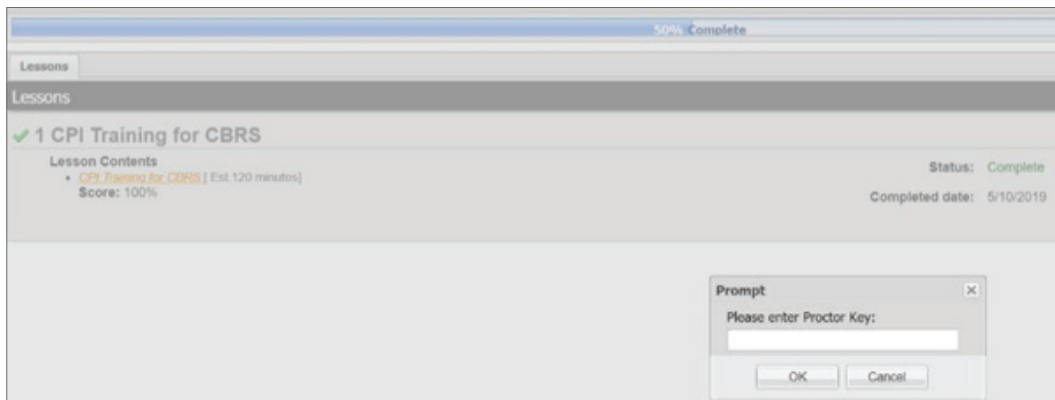


After the session starts, your proctor will enter the course URL in your browser and ask you to login using your username and password—click on Take Exam.

**Note:** the "Take Exam" option will only be visible after you have completed the course in its entirety.



Your proctor will enter the exam password and your exam will start.



## Step 5: Receive your digital certificate from INSTA, our certificate authority partner

You will receive an email from [support@insta.fi](mailto:support@insta.fi) within 3 business days of successful exam completion and passing with instructions to download your digital certificate.

You will receive a password via SMS text to download the certificate.

## Step 6: You are officially a CPI!

Follow the instructions in the email to download your certificate.

### Questions?

Online form—[www.commscope.com/wisupport](http://www.commscope.com/wisupport)

Technical Support line—(888) 297-6433

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