

## Important Instructions for essentiALZ<sup>®</sup> Certification Exam

Please read these instructions completely.

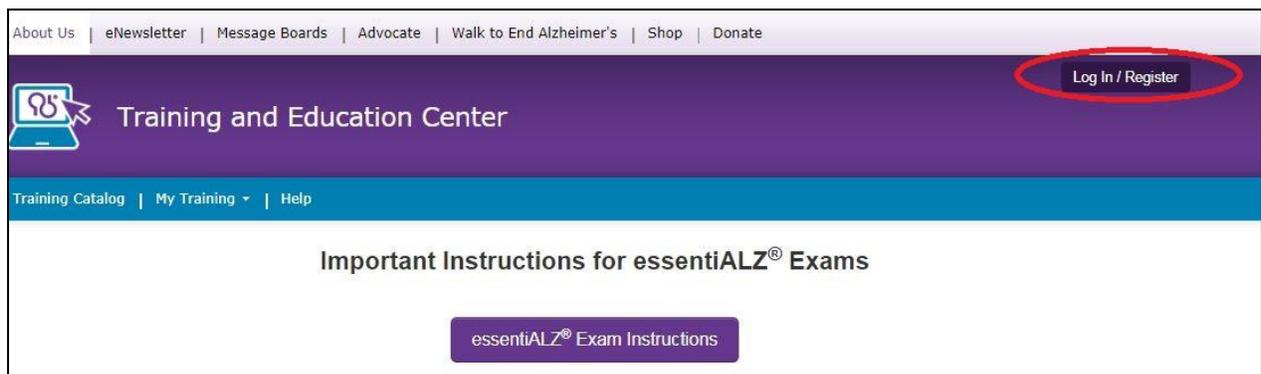
The essentiALZ exam is an individual certification opportunity for direct care providers who have completed a training course recognized by the Alzheimer's Association for reflecting five topic areas of the Dementia Care Practice Recommendations, the benchmark for quality care across the disease spectrum. If you have completed a recognized professional training program and have been provided with an essentiALZ certification exam enrollment code, you are eligible to take the essentiALZ certification exam.

To access the essentiALZ certification exam, please complete the following steps:

### **Step 1. Obtain an essentiALZ certification exam enrollment code from your training administrator.**

In order to launch a new exam, your employer/trainer should have provided you with an essentiALZ certification exam enrollment code. If you were not given a code, you will need to contact your training administrator before proceeding.

### **Step 2. Visit [training.alz.org/takeessentialzexam](https://training.alz.org/takeessentialzexam) and log-in or register as a new user**



1. If you are an **existing user** (taken exam previously), log-in with your username, which is your email address, and password.
2. If you are a **new user**, please create an account using a complete email address as your username (e.g. [my-name@company.com](mailto:my-name@company.com)) and complete all the required fields on the form. Click the **Submit** button to save your account information.

Passwords are **case sensitive**. Your password must be a minimum of 8 characters with at least one number and a special character (e.g., #,\$,%).

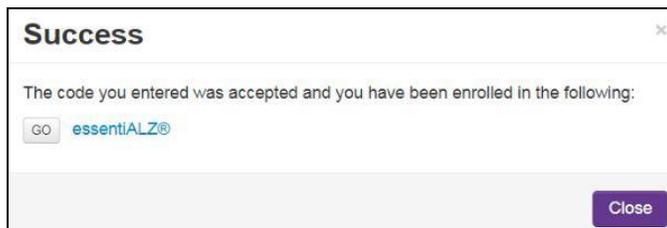
### Step 3. Enter your enrollment code or return to continue exam

#### New Enrollment Code

If you are redeeming a new enrollment code for your essentiALZ exam, please enter your essentiALZ certification exam enrollment code (ex. T2N01C21), and click the **Enroll** button.

You only need to enter this enrollment code the first time you log-in to take your essentiALZ exam.

A pop-up screen will appear confirming your enrollment. Please select “**Go**”

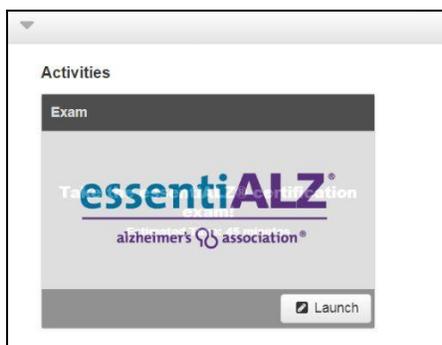


#### Returning to Continue

If you have already redeemed an enrollment code or been pre-registered for an exam, please click **Returning to Continue** button. You will be routed to your Active Trainings.

### Step 4. Launch and complete the essentiALZ certification exam

Once you are logged into your account, you can launch your essentiALZ exam at any time by selecting **My Training** and **Active Training**. Select **Launch** to start exam.



In order to successfully pass the essentiALZ certification exam, a score of 90% or above is required. If you fail the exam, please contact your training administrator to review the topic areas requiring additional study. When you are ready, relaunch the exam and try again.

If you need further assistance, please visit [training.alz.org/help](https://training.alz.org/help) to view Help Pages or contact [essentiALZ customer service support](#).