

## Registering with CCE for the CPCE-ABE

1. Go to the CPCE registration link and fill out the required information at [https://cce-global.org/registration/cpce\\_abe\\_welcome](https://cce-global.org/registration/cpce_abe_welcome) (do not complete the CCE registration more than one time).
2. Select “New Registrant” to access the CPCE-ABE registration form.
3. On the CPCE-ABE registration form, please enter the items as listed below.
  - a. For questions 1 and 2, enter your legal first and last name as listed on your driver’s license, state identification card, or passport (middle names/initials are not required nor permitted)
  - b. For question 3, enter an active email address (preferably your university email address)
  - c. For questions 4-8, enter the full address where you currently reside (the address that you enter must match the address on your driver’s license, state identification card, or passport)
  - d. For question 9, enter the country where your address exists (US residents should enter USA)
  - e. For question 10, enter your current phone number without dashes
  - f. For question 11, enter your country code (USA residents should enter 1)
  - g. For question 12, enter your date of birth by clicking inside the text box that reads “Select Birthday”; the calendar will populate once you’ve clicked inside the text box.
    - i. Select your birth month by clicking the down arrow next to the month that is listed.
    - ii. Select your year by clicking on the year that is listed. Once it highlights blue, the up and down arrows will populate; you can either use the arrows to select your year or manually type it.
    - iii. Once you input your birth year, select the day of your birth from the calendar below.
  - h. For question 13, click inside the text box that reads “Enter School Name” to select your school.

- i. Once you've clicked inside the test box, and typed the first letter of your school, a list of schools will populate.
  - ii. It is important to scan the list carefully before selecting a school as we have many programs that have either the same or a name like other schools; Your CPCE results will be sent the school you select.
- i. Question 14 and 15 are optional and do not require a response.

4. Once you have completed the CPCE-ABE registration form, please review the information you have provided to confirm it is correct. If all the information is correct, select "Submit" at the bottom of the form to complete the registration process for CCE.

**NOTE:**

- ✚ If you have submitted the form and receive the message, "This email has already been registered. Please email [cpce@cce-global.org](mailto:cpce@cce-global.org), to receive your candidate ID.", you have registered previously and already have an established candidate ID. Please refrain from attempting to register again by using a different email, and instead send an email to [cpce@cce-global.org](mailto:cpce@cce-global.org) to request your candidate ID.
- ✚ All registrations are processed the business day after they have been submitted. Our normal business hours are Monday – Friday, 8:30 am -5:00 pm est, except for holidays.