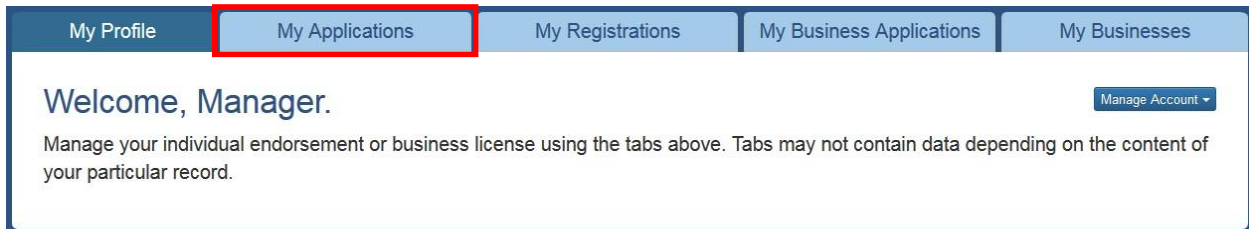


## Scheduling a Manager Exam

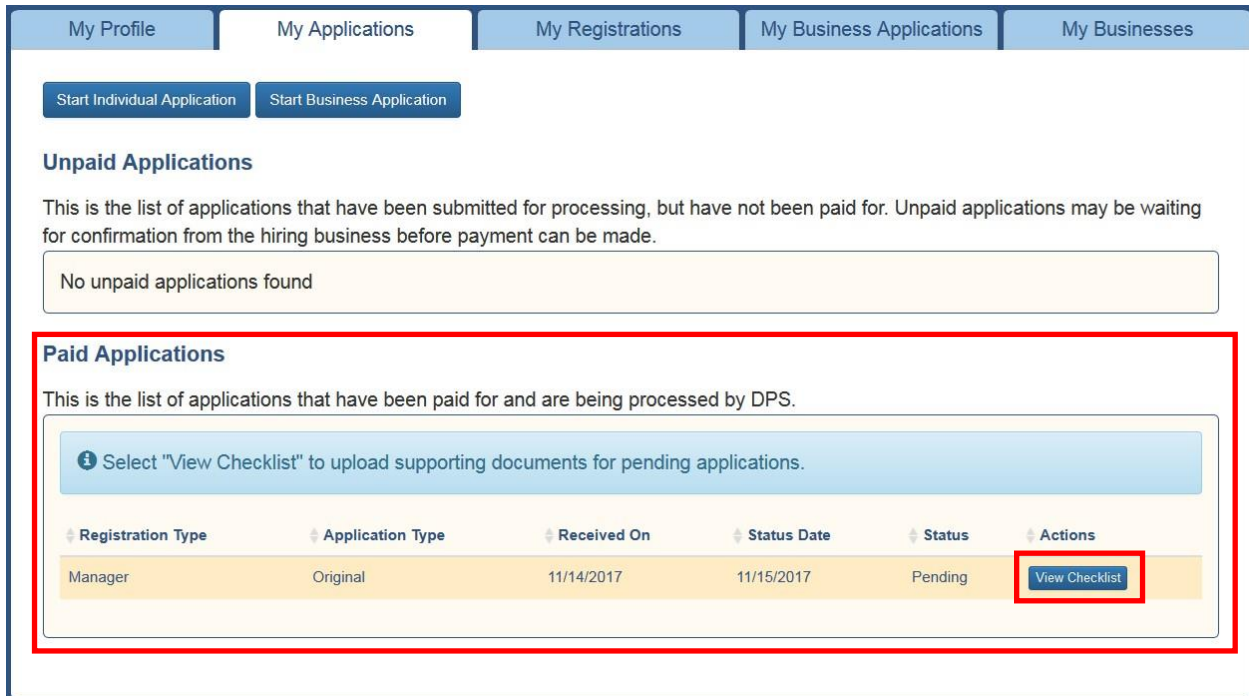
**NOTE:** You must have a TOPS profile and a pending manager or supervisor application which requires the manager exam.

Login to TOPS: Enter your Email address, Password, and submitting the Captcha information. After signing in you will be under the "My Profile" tab. Click on to the My Applications tab. If unable to login, please use the [Can't Login](#) feature.



The screenshot shows a navigation bar with five tabs: "My Profile", "My Applications", "My Registrations", "My Business Applications", and "My Businesses". The "My Applications" tab is highlighted with a red border. Below the navigation bar, the main content area displays "Welcome, Manager." and a "Manage Account" button. A message below reads: "Manage your individual endorsement or business license using the tabs above. Tabs may not contain data depending on the content of your particular record."

You will see your manager application under paid applications. Click on the blue "View Checklist" button.



The screenshot shows the "Paid Applications" section of the dashboard. It includes a header with navigation tabs and two buttons: "Start Individual Application" and "Start Business Application". Below this, there is a section for "Unpaid Applications" with a message: "No unpaid applications found". The "Paid Applications" section is highlighted with a red border and contains a message: "Select 'View Checklist' to upload supporting documents for pending applications." Below this message is a table with the following data:

Registration Type	Application Type	Received On	Status Date	Status	Actions
Manager	Original	11/14/2017	11/15/2017	Pending	<a href="#">View Checklist</a>

To register for an exam, click on the green “Schedule Exam” button. This will take you to a list of available manager exams.

My Profile
My Applications
My Registrations
My Business Applications
My Businesses

Schedule Exam
Upload Documents

### Application Processing Checklist

This is a list of all the items required to complete the application you have submitted.

Owner/Manager Registration - Manager

**Current Application Issues:**

One or more required item is missing

No Manager Exam Results on file

Prints Required

Checklist	Status	Last Action Date	Reason
<b>Background Check</b>			
Background Check	Incomplete		Prints Required
<b>ID Verification</b>			
ID Verification	Complete		
<b>Manager Review</b>			
Manager or Supervisor Application Review	Complete	11/01/2017	
<b>Signature(s)</b>			
Applicant's Signature	Success		
<b>Training</b>			
Current Manager Exam	Incomplete		Schedule your manager exam

## Scheduling your Manager Exam

**Note:** You must arrive 30 minutes before the scheduled time.

The list can be sorted by clicking on the Column headers (Date, Facility, Address). A “Filter By:” box will allow search criteria to be entered and the filtered results will be displayed.

**Note:** You must arrive 30 minutes early. Please plan accordingly.

### Available Manager Exams

Found 15 Exam(s)

Filter by:

Date	Facility	Address	City, State, Zip Code	Seats Remaining	Actions
12/31/2017 10:00 AM	Austin - Texas Department of Public Safety	108B Denson	Austin, TX 78752	5	Select
01/01/2018 09:00 AM	Austin - Texas Department of Public Safety	108B Denson	Austin, TX 78752	5	Select
01/03/2018 09:00 AM	Austin - Texas Department of Public Safety	108B Denson	Austin, TX 78752	5	Select
01/04/2018 09:00 AM	Austin - Texas Department of Public Safety	108B Denson	Austin, TX 78752	5	Select
01/05/2018 09:00 AM	Austin - Texas Department of Public Safety	108B Denson	Austin, TX 78752	5	Select
01/06/2018 09:00 AM	Austin - Texas Department of Public Safety	108B Denson	Austin, TX 78752	5	Select
01/07/2018 09:00 AM	Austin - Texas Department of Public Safety	108B Denson	Austin, TX 78752	5	Select
01/08/2018 09:00 AM	Austin - Texas Department of Public Safety	108B Denson	Austin, TX 78752	5	Select
01/10/2018 09:00 AM	Austin - Texas Department of Public Safety	108B Denson	Austin, TX 78752	4	Select
01/11/2018 09:00 AM	Austin - Texas Department of Public Safety	108B Denson	Austin, TX 78752	5	Select



Previous 1 2 Next


Once you have decided on an exam date, time, and location, click on the blue “Select” button. This will take you to the Review Exam Selection page.

**NOTE:** Clicking the blue “Select” button does not confirm your exam selection.

12/31/2017 10:00 AM	Austin - Texas Department of Public Safety	108B Denson	Austin, TX 78752	5	Select
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If you don't see the blue “Select” button a blue “+” sign should be available. This will allow you to click on the “Select” button.

	12/31/2017 10:00 AM	Austin - Texas Department of Public Safety	108B Denson A Street Bld Ste 100	Austin, TX 78752	5	
	12/31/2017 10:00 AM	Austin - Texas Department of Public Safety	108B Denson A Street Bld Ste 100	Austin, TX 78752	5	

Actions 

After you have selected your exam, the Review Exam Selection page will appear. Review this information and click on the blue “Confirm Exam” button to complete enrollment for this exam.

The green “Previous” button goes back to the list of available manager exams if you want to make a change.

The red “Cancel” button removes you from the selection and process and returns to your application checklist.

### Review Exam Selection

You're almost done.

To continue with the selection, Click Confirm Exam otherwise, click Previous to choose a different exam date/location.

All communications will be sent to the following email  
Your email: m.gammad@dps.com

**Manager Exam**

<b>Location:</b>	Austin - Texas Department of Public Safety	<b>Date:</b>	12/31/2017 10:00 AM
<b>Address:</b>	108B Denson A Street Bld Ste 100 Bldg 2, Rm 615 Austin, TX 78752	<b>Seats Remaining:</b>	5

[Confirm Exam](#)

[Cancel](#)

[Previous](#)

After clicking on “Confirm Exam” you will be taken to the Exam Confirmation Details page. You have successfully enrolled for your selected exam and a confirmation email will be sent to your email.

**Note:** If you receive a red error message at the top of the page after selecting the “Confirm Exam” button then there is a problem with the exam that you are trying to enroll in and you will need to select a different exam.

### Exam Confirmation Details

You are registered for the manager exam. **You must arrive 30 minutes early.** We've sent a confirmation email to [m.test@dps.com](mailto:m.test@dps.com)

#### Austin - TX Dept of Public Safety

12/31/2017 10:00 AM  
108B Denson A Street Bld Ste 100  
Bldg 2, Rm 615  
Austin, TX 78752

#### Exam Attendance Instructions

**Parking:**  
Parking and Directions will be found here.

**The Exam:**  
The Qualified Manager's Exam is a two-hour timed, open-book exam covering the Texas Occupations Code, Chapter 1702 and Texas Administrative Code Title 37, Chapter 35. The exam consists of true / false and multiple choice questions. A score of 70 percent or greater is required to pass the exam.

Study materials for the examination are located on the DPS website at <https://www.dps.texas.gov/RSD/PSB/index.htm> select Laws and Regulations.

All testing material required for the test will be provided. No outside material will be allowed into the room where the test is given. Please be prepared to turn off your cell phone for the time you are taking the exam. Be prepared to show your government issued identification.

[Exit](#)

Click on the green “Exit” button to go back to your application checklist. You will see the exam you have chosen at the top of the page. If you have any issues with the current enrollment you can click on the blue “[Reschedule Exam](#)” button and go through the enrollment process again.

## Application Processing Checklist

This is a list of all the items required to complete the application you have submitted.

**Exam Scheduled: Austin - TX Dept of Public Safety 12/31/2017 10:00 AM** [Reschedule Exam](#)

## Checklist Definitions

The status of your Manager Exam training can be found in the checklist. Below are the definitions of different reasons you may find on your checklist.

Owner/Manager Registration - Manager			
<b>Current Application Issues:</b>			
One or more required item is missing			
No Manager Exam Results on file			
Prints Required			
Checklist	Status	Last Action Date	Reason
<b>Background Check</b>			
Background Check	Incomplete		Prints Required
<b>ID Verification</b>			
ID Verification	Complete		
<b>Manager Review</b>			
Manager or Supervisor Application Review	Complete	11/01/2017	
<b>Signature(s)</b>			
Applicant's Signature	Success		
<b>Training</b>			
Current Manager Exam	Incomplete		Exam Scheduled

Reason Code	
Schedule Your Manager Exam	Manager does not have a scheduled manager exam and will need to enroll in a manager exam
Exam Scheduled	Manager has a scheduled manager exam
Pending DPS Review	Manager's exam is being processed by DPS
Current	Manager has passed a manager exam within the past year or has been a registered manager/supervisor within the past 2 years. Manager exam requirement has been fulfilled and will not be required to enroll in a manager exam.