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.

You will see your manager application under paid applications. Click on the blue “View Checklist” button.
To register for an exam, click on the green “Schedule Exam” button. This will take you to a list of available manager exams.
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.

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.

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.
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.
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.

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.
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.

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Your Manager Exam</td>
<td>Manager does not have a scheduled manager exam and will need to enroll in a manager exam</td>
</tr>
<tr>
<td>Exam Scheduled</td>
<td>Manager has a scheduled manager exam</td>
</tr>
<tr>
<td>Pending DPS Review</td>
<td>Manager’s exam is being processed by DPS</td>
</tr>
<tr>
<td>Current</td>
<td>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.</td>
</tr>
</tbody>
</table>