




Register for a Test

Registration FAQ

What is a registration restriction?

Many tests sites have registration restrictions. For example, a test site may only administer tests to interpreters employed by a specific school district. Anyone registering for a test that does not meet the qualifications for that test site will have their registration cancelled and a \$40.00 cancellation fee will be charged. **Prospective registrants are responsible for reading all posted information about the test.** To read ALL the information about a test, click on the test name (see example below), before clicking "Add to Cart."

Click here to read about test site details **BEFORE** clicking "Add to Cart."



ANAHEIM - AUGUST 3, 2019 - 4:00 PM

Session - EIPA Diagnostic Center - 2 hours - \$350.00

Location
Anaheim-DHI, California, EIPA Test Sites

English (US)

1 Openings Available


Add to Cart

Duration
8/3/2019, 4:00 PM PST - 8/3/2019, 6:00 PM PST

When can I register for an EIPA test?

There are four quarterly testing sessions during the year. Registration will open approximately 2 weeks before the testing session begins. The date registration opens will depend on the date of the test. See the table below to see when registration will open for each quarterly testing cycle.

Test Session	Months	*Registration Opening
1st Quarter Test Session	January, February or March	*Opening Date: December 15
2nd Quarter Test Session	April, May or June	*Opening Date: March 15
3rd Quarter Test Session	July, August or September	*Opening Date June 15
4th Quarter Test Session	October, November, or December	*Opening Date: September 15

 ***Please Note:** If registration opening falls on a Saturday, the opening will be moved to Friday, the 14th. If registration opening falls on a Sunday, the opening will be moved to Monday, the 16th.

When are tests scheduled in my area?

To visit the EIPA test catalog, go to <https://boystown.csod.com/default.aspx?c=eipawt>. If you already have an account, you can log into your account first and select "Browse for Training" from the drop-down menu under the Learning tab.

When viewing the catalog, select your state and test type (test type will be either performance test or written test)

to view the "Training Details" page. *Take the time to read all the information on the training details page. Some tests have important information or registration restrictions. On the bottom of the training details page is a list of all the tests offered in that state. The availability for each test will be listed on the right side of the screen. More information about registration availability can be found below.

Understanding Registration Availability

- *Registration will be available whenever a blue button labeled "Add to Cart" is visible.
- Tests with a blue button labeled "Request" are full. Select the "Request" link to be added to a waitlist. Waitlists are not started until AFTER registration opens.
- Registration closes exactly 5 days (120 hours) before the scheduled date and start time. If a test is closed, "Registration Closed" will be displayed.
- If registration has not opened yet, "No Seats Available" will be displayed. Under "No Seats Available" will be the word "None." Check the test session chart at the top of this page to see when registration will open.

*NOTE: Some test locations have registration restrictions. Restrictions are listed on the training details page. Registrants are responsible for reading all information on the training details page before registering.

Test availability examples are shown below.

<p>1 Openings Available</p> <p>Add to Cart ▾</p>	<p>No Seats Available</p> <p>Request ▾</p>
<p>One seat is available. Select "Add to Cart" to register.</p>	<p>Registration is still open but all seats are taken. Select "Request" to be added to a waitlist.</p>
<p>1 Openings Available</p> <p>Registration Closed</p>	<p>No Seats Available</p> <p>None</p>
<p>The registration deadline has passed. Even though 1 seat was not taken, registration is no longer allowed.</p>	<p>Registration has not opened yet. Refer to the chart below to see when registration will open.</p>

I've already registered for a test but something unavoidable has come up and I'd like to cancel?

Cancellations are accepted as long as registration for that test is still open. Registration closes 5 days (exactly 120 hours) before the test time and date. Cancellations received before registration closes will receive a refund in the amount of the test fee, minus a \$40.00 processing fee. No refunds will be issued for no-shows or for cancellations received after the test registration has closed.

How do I cancel my registration?

Log into your account at <https://boystown.csod.com>. (Your email address and the password you designated during the registration process is required when logging in.) After logging in, go to "View My Transcript" under the "Learning" tab. Locate your test in the transcript area and select the arrow button on the right side of the screen. A drop-down menu will appear. Click on "Withdraw" to cancel your registration. After selecting withdraw, you will be prompted to provide a reason for cancelling your registration.