



Follow the Path to your CM-Learn

Step by Step Instructions:

- 1 Locate upcoming classes through the [Lean Course Calendar](#).
- 2 Complete AGC's Lean Education Program (5 units).
- 3 Apply to sit for the exam by completing the online [CM-Learn Exam Application](#).
- 4 AGC of America (AGCA) will verify your courses and approve your exam application.
- 5 Approved candidates will receive two (2) emails with instructions to access the exam. One email will come from cm-lean@agc.org and the other email will be from ExamSoft.
- 6 Log into your [exam portal](#) to submit your exam fee (\$575) + download the exam software.
- 7 Take a mock exam before sitting for your exam.

CM-Learn EXAM PREP COURSE



There is an optional [CM-Learn Exam Prep Course](#) available for purchase to help with studying for the exam and support review efforts. After submitting your online payment, log in to learning.agc.org to access the exam prep course.

- 8 Take your exam between 9:00 am and 5:00 pm (Eastern Time) any weekday after your exam start date within 6 months of your approval date.

TECHNOLOGY



- Check equipment to ensure your computer meets the [minimum system requirements](#).
 - Disable your security software.
 - For technical support, please call ExamSoft directly at toll-free: (866) 429-8889 or (954) 429-8889, or via email at support@examsoft.com. Live chat support is also available at www.examsoft.com.
- 9 Upon exiting your completed exam, you will receive your unofficial score. Successful exam takers need a score of 105 or higher.
 - 10 You will receive your official score and CM-Learn digital badge + certificate within 10 business days.
 - 11 Renewal of credential is not required, but individual continuing education is encouraged.

Got Questions? Please email us at curriculum@agc.org.





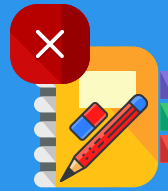
Proctoring Your Exam

The CM-Learn exam is available virtually using ExamSoft's online proctoring solution, allowing AGC to digitally observe exam-takers with video and audio monitoring throughout the exam.

What to Expect

Before You Begin | Follow these recommended steps to minimize the risk of being flagged during your exam:

- Disconnect external cameras and mics - use built-in resources only, if available.
- Remove all textbooks, notes, or other materials from your workspace.
- Do not use your mobile phone at any time; remove headphones/earbuds
- Do not get up from your computer for any reason until your exam is complete. Use the bathroom before your test! You have about four hours to complete you exam.
- Please find a quiet place to take your exam. Ensure that you have privacy for the entire exam - do not interact with other people or receive any outside assistance. Do not read exam questions out loud.
- Remain focused on the exam, without looking at your phone, textbooks or notes.



Exam Start | These are requirements for you to access your exam:

- **Biometric Consent:** Give Examsoft consent to take your biometrics (e.g. take your photo).
- **A/V Access:** Allow access to your webcam + microphone.
- **Facial Recognition:** We will take your picture to verify your identity each time you take your test.

Finishing Your Exam

- Before closing out your exam, make sure an answer has been marked as a blue bubble that is filled in.
- Keep your computer connected to the internet with Examplify until you verify that the exam upload has been completed.