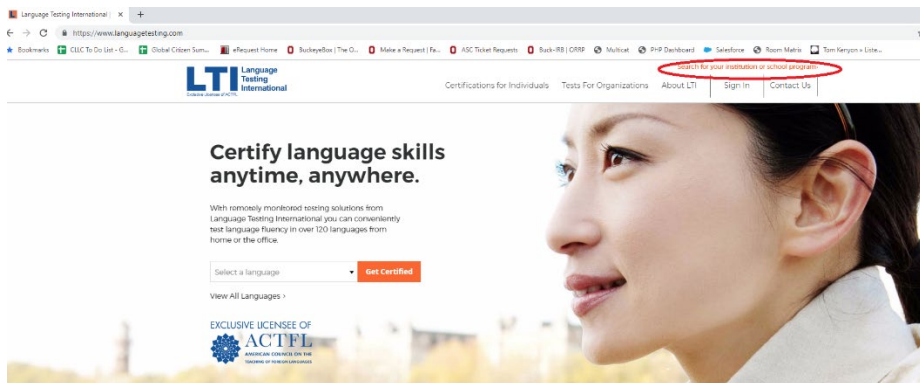# TCI Workshop Language Assessment Registration and Payment Steps:

To begin your registration for the language assessment required for the TCI training please follow these steps:
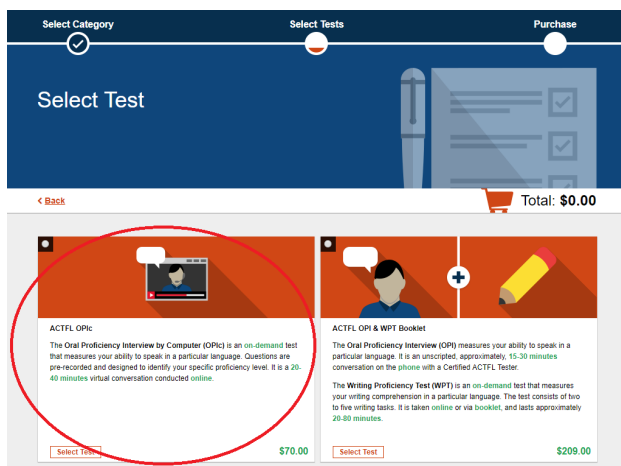
1) Begin Registration at the LTI site:

Please go to www.languagetesting.com

On the main page go to the link at the top right of the page that states 'Search for your institution or school program'

- You will be asked if you are testing for State Teacher Certification. Answer No.
- Next you will look up the institution which is 'The Ohio State University' and then click 'Continue'
- Next page will just have the word 'Welcome' and you just need to click on the 'Continue' button at the bottom of the page.
- Next you will select the language you would like to be assessed for.

2) Next, you will select the test 'ACTFL OPIc' for $70.00 and click 'Continue' at the bottom of the page.

- Next, answer a question that will individualize your exam. Once you choose your option, please click 'Continue' at the bottom of the page.

- The following page will ask you to choose a proctor location. Please choose "The Ohio State University' and click 'Continue'

- From this step, you will then choose a time to schedule your exam.

- The following page has upgrades you can choose to add for an additional cost.
- You will then be taken to the 'Review your Order' page with a summary of the chosen test, language and selected availability for test taking.
- You will be prompted to create and account at this point and also to fill out your candidate information.

- Once you create and account you will be then sent to check out page where you will submit payment for the test.

3) **Steps after payment and LTI test registration**: Upon receiving payment and your registration, LTI will send a code to the OSU testing center for your test. In order to be able to take your test you must complete #4 on this instructions sheet.

4) **OSU ACTFL OPIc Registration**

Upon payment, you should be rerouted to the page below. However, if you are not redirected please go to testing.osu.edu.

Click on 'Online Registration' under the Testing Services header. You will then be taken to the exam registration page where you will fill out your information. Your group will be ACTFL- Language Testing and then you will choose ACTFL OPIc for the next option.

The ACTFL 'OPIc' proctoring fee is $25.00. OSU will confirm the scheduling date and time for your test once they have received the code from LTI after they have reviewed your registration.

For OSU Proctor assistance you can always call:

Testing Center – University Registrar
614-292-2241
esue-testing@osu.edu