

CAOHC Account Creation and OHC Certification or Recertification Exam Registration Instructions

Part One: Account Creation

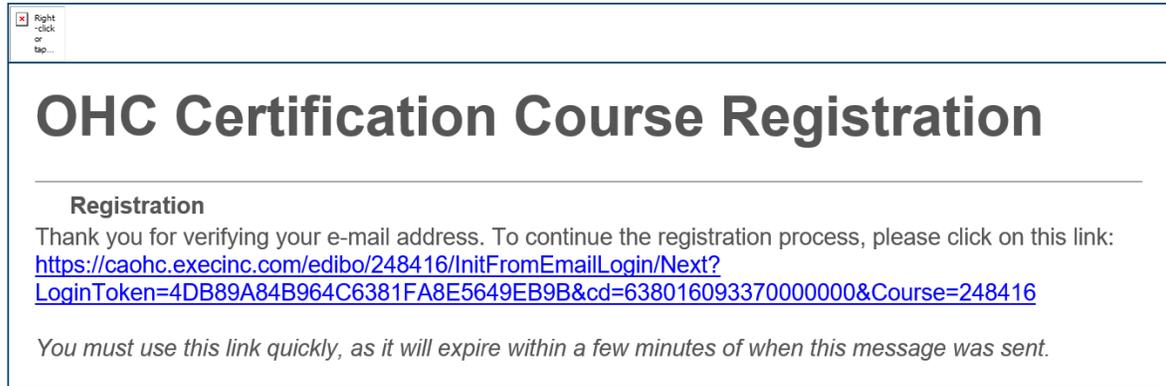
1. Click the course registration link provided by your Course Director to register to take the OHC Certification or Recertification exam.
 - a. If you already have an account, log into your account and skip to step 5.
 - b. If you do not already have an account, select the “I do not have an account on the CAOHC website” and then click continue.

The screenshot shows the CAOHC website header with the logo and navigation links: Training and Certifications, CAOHC News, and About CAOHC. The main heading is "OHC Certification Course Registration". On the left, there is a "My CAOHC Account" section with a "Login" field. The main content area is titled "Register" and contains the text: "To register, choose one of the following options." Below this are two radio button options: "I have an account on the CAOHC website and know my login credentials." (unselected) and "I do not have an account on the CAOHC website, or do not recall my login credentials." (selected). A "Continue >" button is located at the bottom of the registration options.

2. Enter your e-mail address. It is strongly recommended that you use a personal email address that you can easily access on the day of your exam.

The screenshot shows the same CAOHC website header. The main heading is "OHC Certification Course Registration". On the left, there is a "My CAOHC Account" section with a "Login" field. The main content area is titled "Registration" and contains the text: "To begin registering for this meeting, please enter your e-mail address below. An e-mail will be sent to the address listed with a link to continue the registration process. If you have had previous contact with CAOHC, please enter the e-mail address you've used with us in the past." Below this is an "E-Mail Address*" field with the text "teststudent@gmail.com" entered. At the bottom, there are two buttons: "< Previous" and "Continue >".

- Once you enter your e-mail address, CAOHC will send an email to that account. The email will contain a link to create a username or password. If you do not receive an email, check your spam or junk folder.



Right-click or tap...

OHC Certification Course Registration

Registration

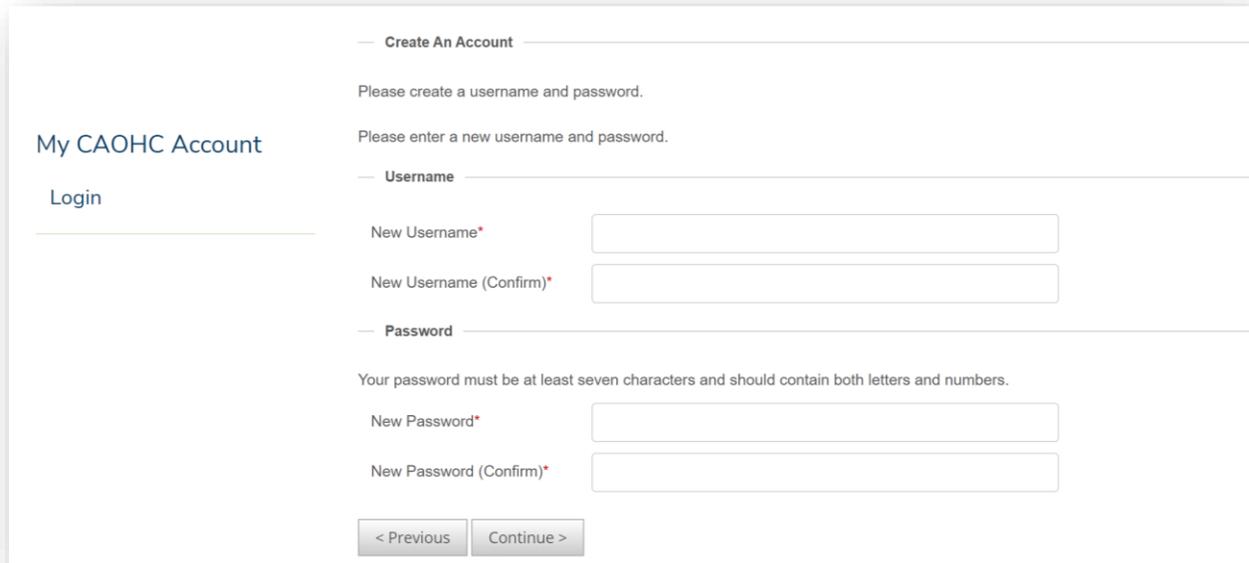
Thank you for verifying your e-mail address. To continue the registration process, please click on this link:
<https://caohc.execinc.com/edibo/248416/InitFromEmailLogin/Next?LoginToken=4DB89A84B964C6381FA8E5649EB9B&cd=638016093370000000&Course=248416>

You must use this link quickly, as it will expire within a few minutes of when this message was sent.

Council for Accreditation in Occupational Hearing Conservation
Phone: (414) 276-5338 | Fax: (414) 276-2146 | info@caohc.org | www.caohc.org

If you do not wish to receive future emails, please forward this email to info@caohc.org.

- When you click the link, it will redirect you to a page on the CAOHC site where you can create your username and password. Please retain your login information for future reference.



— Create An Account —

Please create a username and password.

Please enter a new username and password.

My CAOHC Account

Login

— Username —

New Username*

New Username (Confirm)*

— Password —

Your password must be at least seven characters and should contain both letters and numbers.

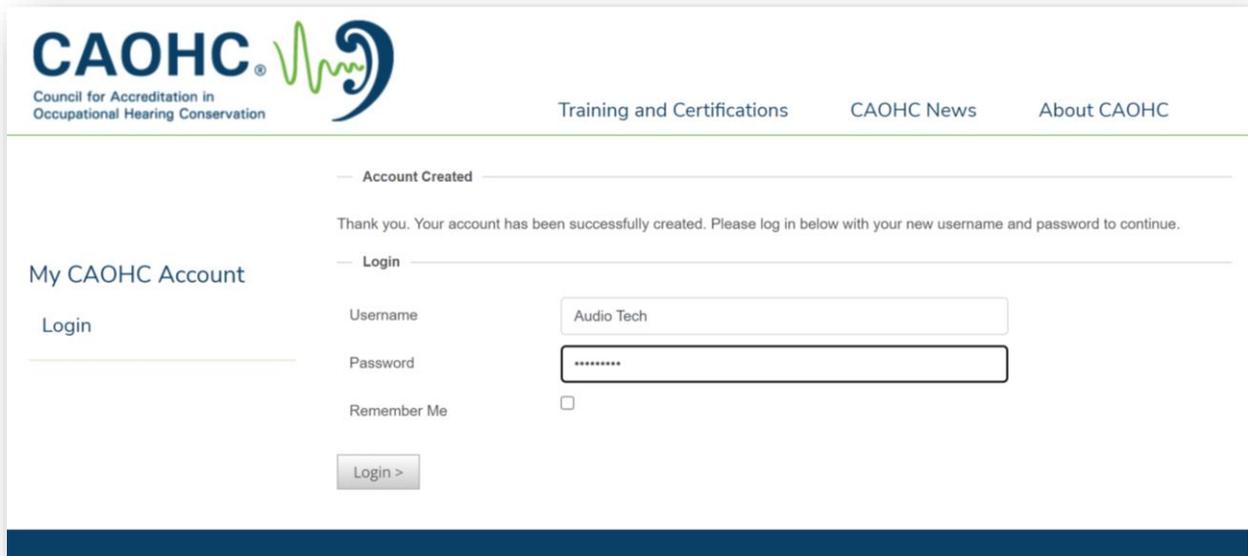
New Password*

New Password (Confirm)*

< Previous Continue >

Part Two: Course Registration

5. Once you have created your account, complete the registration process by logging into your account.



The screenshot shows the CAOHC website's login page. At the top left is the CAOHC logo with the text "Council for Accreditation in Occupational Hearing Conservation". To the right are navigation links for "Training and Certifications", "CAOHC News", and "About CAOHC". A message states "Account Created" and "Thank you. Your account has been successfully created. Please log in below with your new username and password to continue." Below this is a "My CAOHC Account" section with a "Login" heading. The login form includes fields for "Username" (containing "Audio Tech") and "Password" (containing "*****"). There is a "Remember Me" checkbox which is unchecked, and a "Login >" button.

6. Complete the required fields and select continue.
7. Confirm the course information on the next page and select continue.



The screenshot shows the "OHC Certification Course Registration" page. The main heading is "OHC Certification Course Registration". Below it is the section "Course Information" with the following details:
Certification Course ID: 248416
Course Location: Charleston, SC
Course Start Date: October 17, 2022
Course Start Time: 6:00 AM CDT
Course End Date: October 19, 2022
Course End Time: 6:00 PM CDT
At the bottom of the page are two buttons: "< Previous" and "Continue >".

8. Review your registration information and then submit the registration by clicking the “Submit Registration” button on the bottom of the page.

OHC Certification Course Registration

— Review Registration —

Your registration has not yet been submitted. Please take a moment to review your registration. If you need to make any changes, click the Previous button. To submit your registration, click the Submit Registration button.

— Contact Information —

Test Student

[Redacted]

— Address —

1234 Street
Anytown USA,

— Billing Summary —

Item Description	Amount
OHC Certification Course	
Subtotal	\$0.00
Total	\$0.00

< Previous Submit Registration >



[Training and Certifications](#)

[CAOHC News](#)

[About CAOHC](#)

OHC Certification Course Registration

My CAOHC Account

[Home](#)

[Profile](#)

[Change Username or Password](#)

[Log out](#)

— Registration Completed —

Thank you for registering for the OHC Certification Course Registration. A confirmation e-mail has been sent to [Redacted]

If you need to make any changes to your registration, please contact CAOHC.

9. Once you have successfully completed the registration, you will receive a confirmation email.

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Registration Confirmation

Thank you for registering!

Contact Information

Test Student



Address

1234 Street
Anytown USA,

Billing Summary

Item Description	Amount
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OHC Certification Course	
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Subtotal	\$0.00
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Total	\$0.00
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