

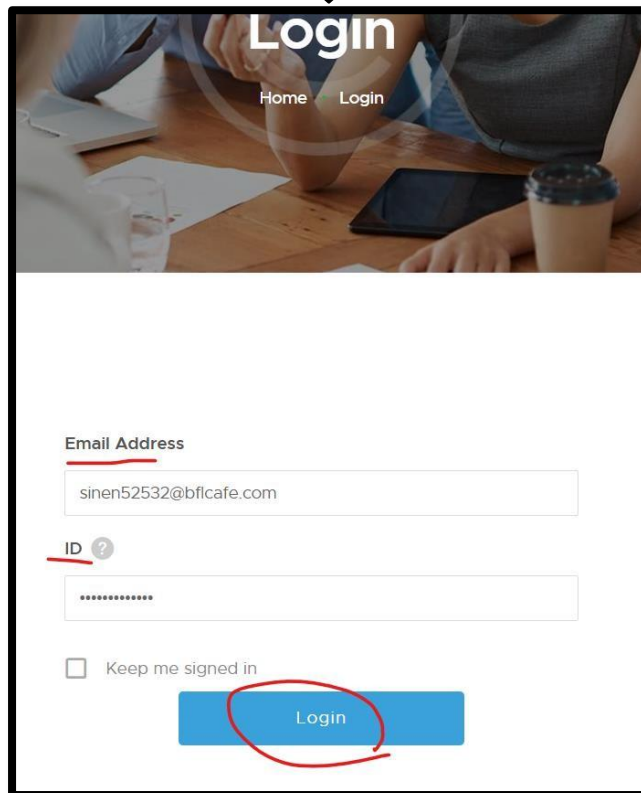
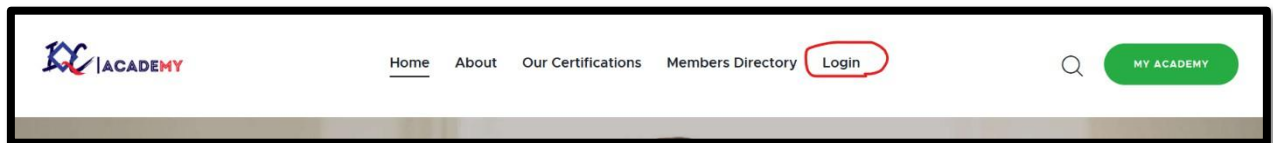
## Exam Booking Steps:

Booking CTRMP exam is simple and easy. Just follow the below steps and you can easily book your exam.

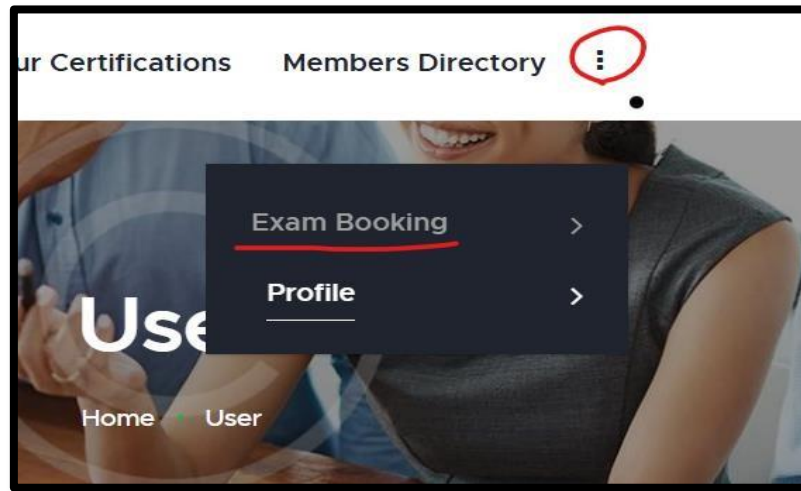
**Step 1: Complete the enrollment**

**Step 2: After enrolling, you will receive an ID from IQC Academy (Example: IQCA:00001101)**

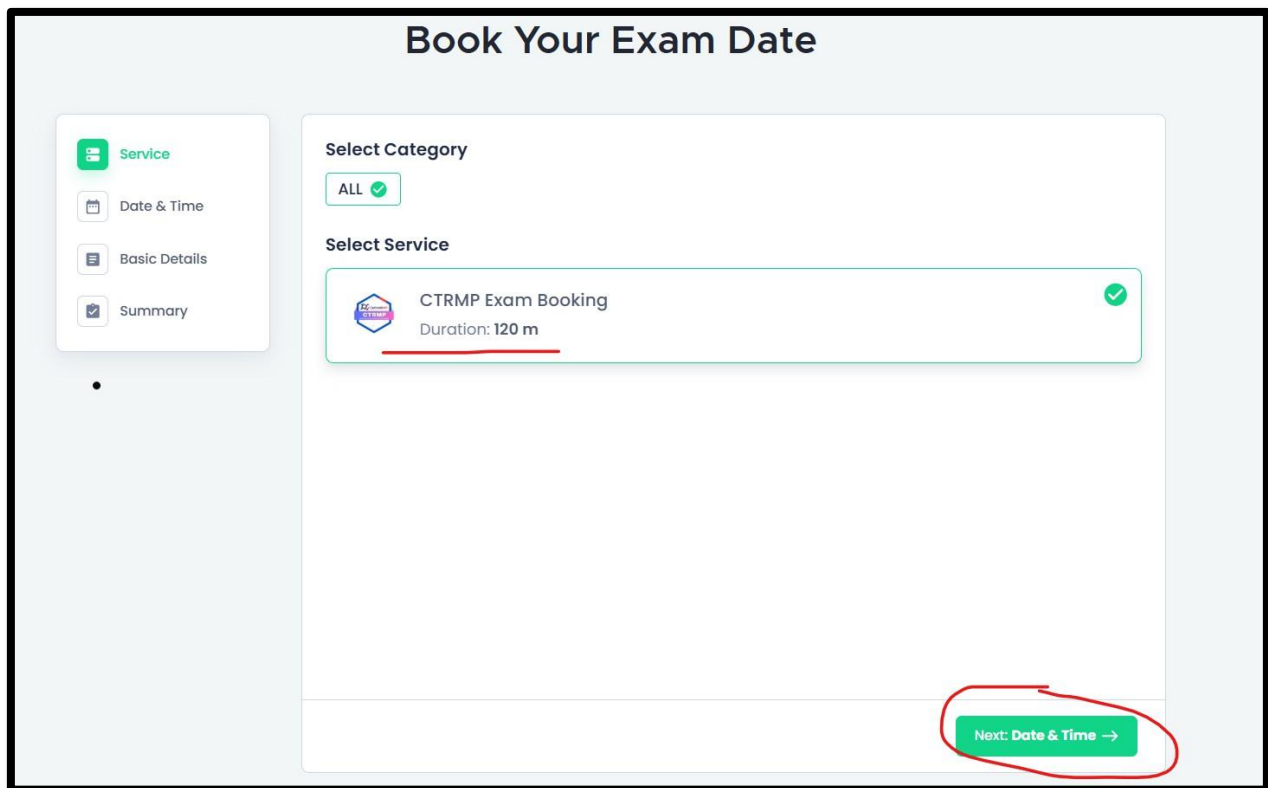
**Step 3: Login to IQC Academy using your registered email and ID**



**Step 4:** After you have logged in click on navigation bar and select “Exam Booking”



**Step 5:** A new page will appear and from that page select “CTRMP Exam Booking” and then click “Next: Date & Time”

A screenshot of the 'Book Your Exam Date' page. The page has a light blue background. On the left, there is a sidebar with a vertical list of steps: 'Service' (highlighted with a green icon), 'Date & Time', 'Basic Details', and 'Summary'. The main content area is titled 'Book Your Exam Date'. It contains two sections: 'Select Category' with a button labeled 'ALL' and a green checkmark, and 'Select Service' with a list of services. The first service, 'CTRMP Exam Booking', is highlighted with a red underline and a green checkmark. Below this service, it says 'Duration: 120 m'. At the bottom right of the page, there is a green button labeled 'Next: Date & Time →' which is circled in red.

**Step 6: Now select your preferred date and time from the available slot**

### Book Your Exam Date

- ☐ Service
- ☒ Date & Time
- ☐ Basic Details
- ☐ Summary

**Date & Time**

< December 2024 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**Time Slot**

Morning

09:00 am to 11:00 am

11:30 am to 01:30 pm

Afternoon

02:00 pm to 04:00 pm

← Go Back
Next: Basic Details →

**Step 7: Enter all the details and click next**

### Book Your Exam Date

- ☐ Service
- ☐ Date & Time
- ☒ Basic Details
- ☐ Summary

**Basic Details**

Firstname \*

LastName \*

Email Address \*

Phone Number \*

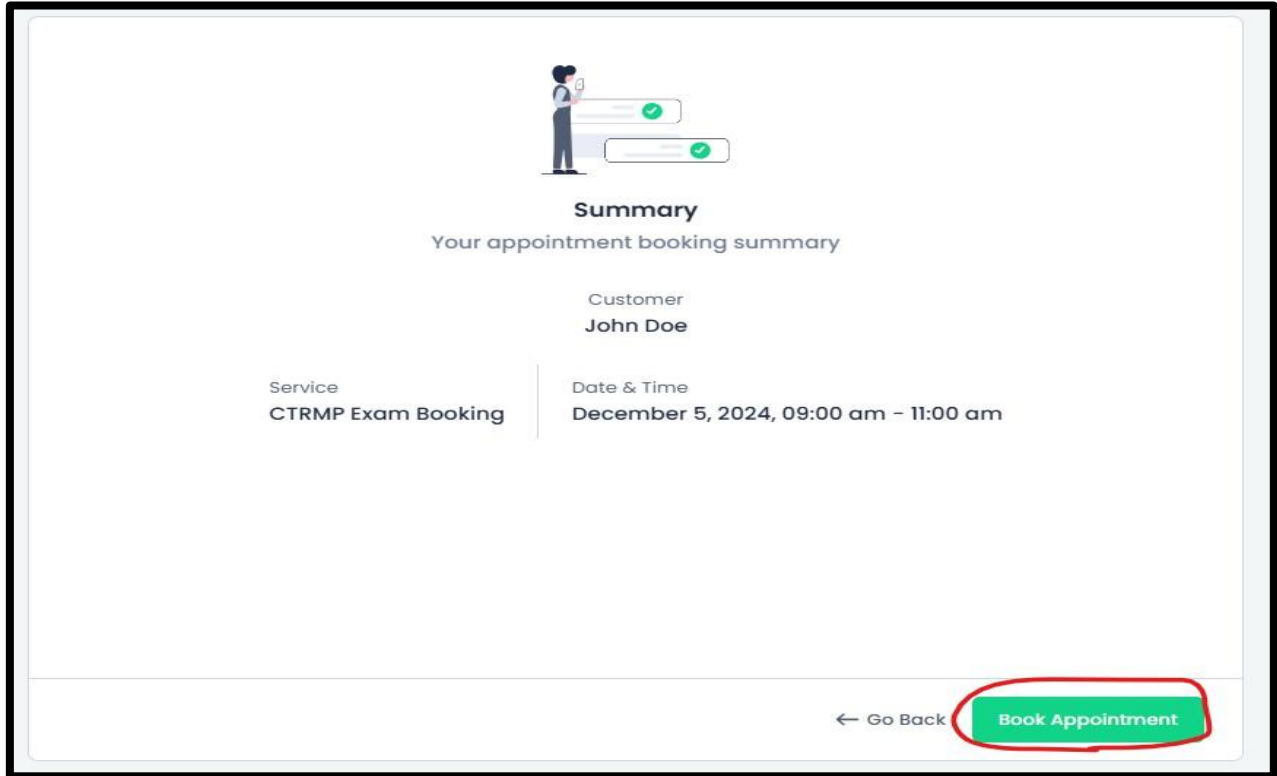
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Note

Enter note details

← Go Back
Next: Summary →

**Step 8:** Now you can see your booking summary, check again and click on “**Book Appointment**”



The screenshot shows a booking summary page. At the top, there is an illustration of a person at a desk with two green checkmarks. Below this, the word "Summary" is centered, followed by the subtitle "Your appointment booking summary". The page is divided into two columns. The left column contains "Service" and "CTRMP Exam Booking". The right column contains "Date & Time" and "December 5, 2024, 09:00 am - 11:00 am". Above the date and time, the customer's name "John Doe" is displayed. At the bottom right, there are two buttons: "Go Back" with a left arrow and "Book Appointment" in a green box, which is circled in red.

**Summary**  
Your appointment booking summary

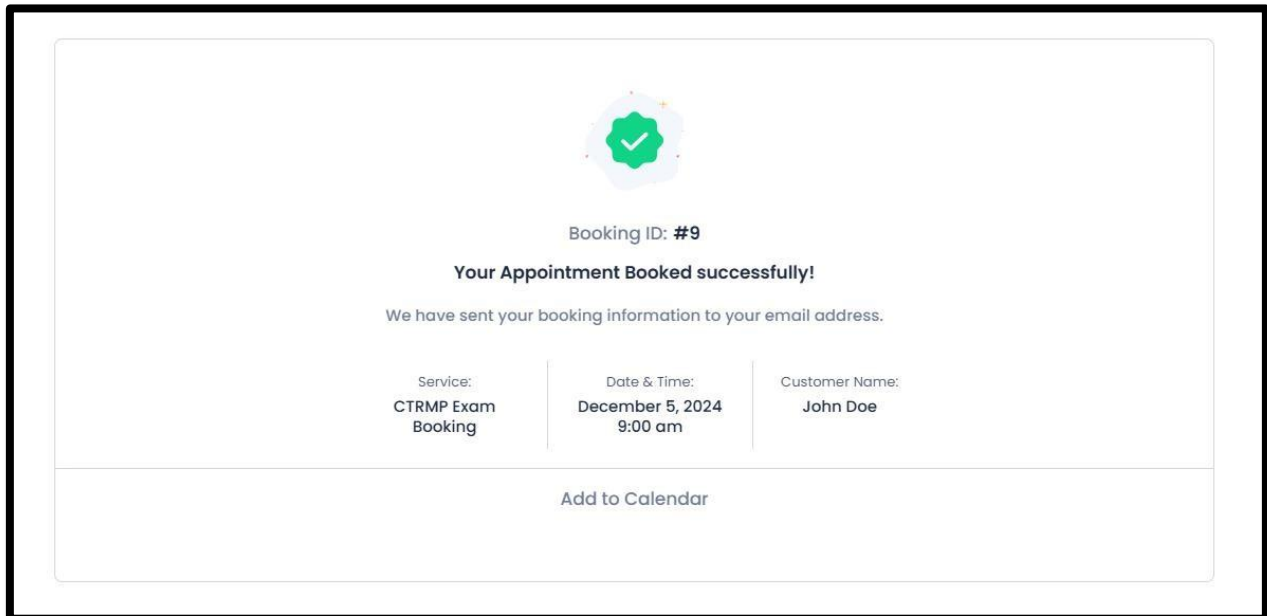
Customer  
**John Doe**

Service  
CTRMP Exam Booking

Date & Time  
December 5, 2024, 09:00 am - 11:00 am

← Go Back **Book Appointment**

**Step 9:** Congratulations! Your exam has been booked



The screenshot shows a successful booking confirmation page. At the top, there is a green checkmark icon inside a hexagon. Below this, the text "Booking ID: #9" is displayed. The main heading is "Your Appointment Booked successfully!". Below this, a message states "We have sent your booking information to your email address." The page is divided into three columns. The left column contains "Service:" and "CTRMP Exam Booking". The middle column contains "Date & Time:" and "December 5, 2024 9:00 am". The right column contains "Customer Name:" and "John Doe". At the bottom, there is a button labeled "Add to Calendar".

**Booking ID: #9**

**Your Appointment Booked successfully!**

We have sent your booking information to your email address.

Service:  
CTRMP Exam Booking

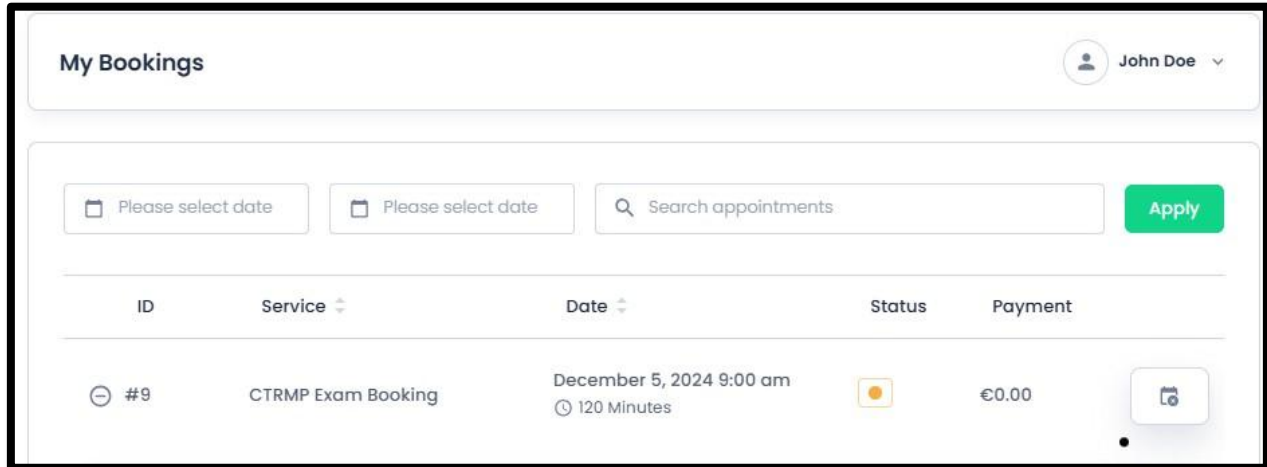
Date & Time:  
December 5, 2024 9:00 am

Customer Name:  
John Doe


Add to Calendar

**Step 10:** You will receive an email regarding your exam booking.

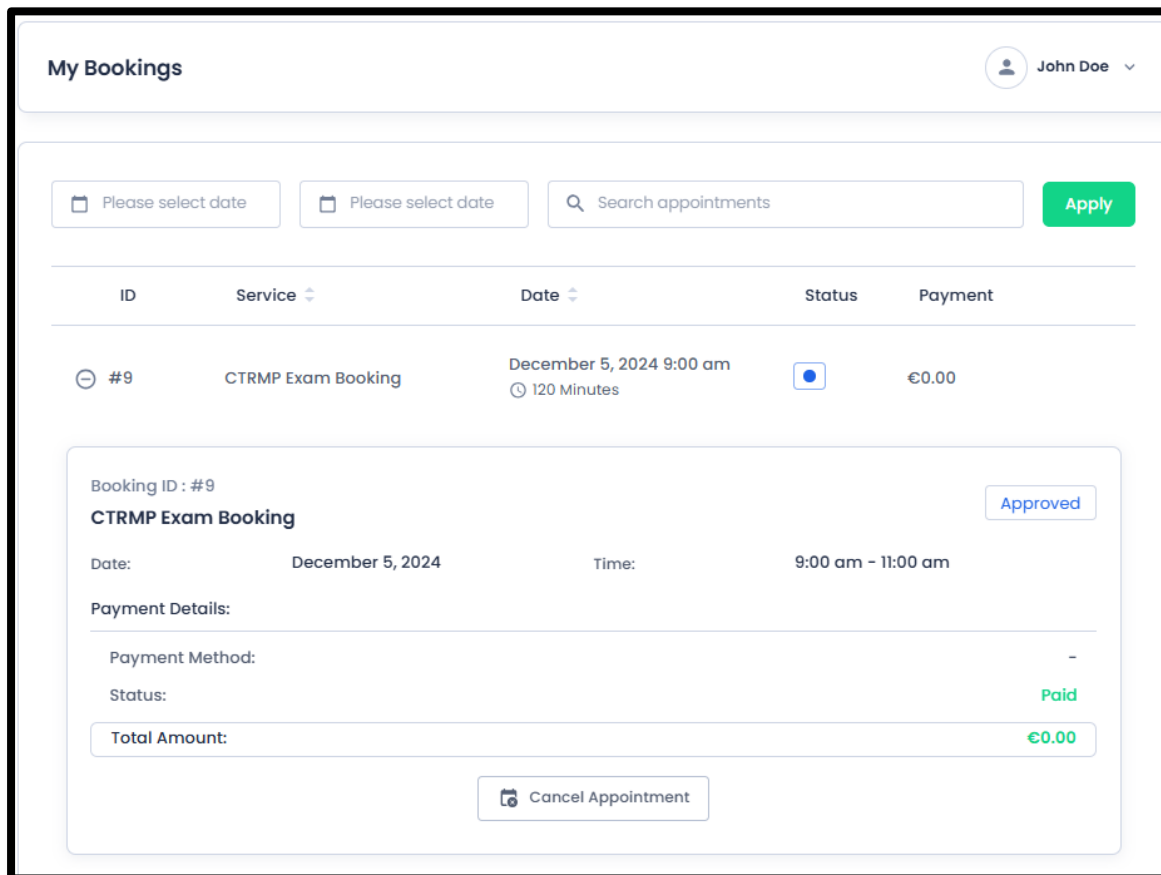
**Step 11:** If you go to “Exam Booking” select “My Bookings” you can see your booking details and status. The status will show “pending”.




The screenshot shows the 'My Bookings' interface for a user named John Doe. At the top, there are filters for date and a search bar, followed by an 'Apply' button. Below this is a table with columns: ID, Service, Date, Status, and Payment. A single booking is listed with ID #9, Service CTRMP Exam Booking, Date December 5, 2024 9:00 am (120 Minutes), Status pending (indicated by a yellow circle icon), and Payment €0.00. A calendar icon is visible next to the payment amount.

ID	Service	Date	Status	Payment
#9	CTRMP Exam Booking	December 5, 2024 9:00 am ⌚ 120 Minutes		€0.00

**Step 12:** Once it's approved by IQC Academy, you will receive a confirmation email and status will change to Approved.



The screenshot shows the 'My Bookings' interface after the booking has been approved. The status is now 'Approved' (indicated by a blue circle icon). Below the table, a detailed view of the booking is shown, including the booking ID, service name, date, time, and payment details. The payment status is 'Paid' in green.

ID	Service	Date	Status	Payment
#9	CTRMP Exam Booking	December 5, 2024 9:00 am ⌚ 120 Minutes		€0.00

Booking ID : #9

**CTRMP Exam Booking** Approved


Date: December 5, 2024 Time: 9:00 am - 11:00 am

Payment Details:

Payment Method: -

Status: Paid

Total Amount: €0.00

 Cancel Appointment

**Note:** If you want to cancel your appointment you can do it easily. Just click on “**Cancel Appointment**”. If your request is approved you will receive an cancellation email.

Please select date

Please select date

Search appointments

Apply

ID	Service	Date	Status	Payment
#9	CTRMP Exam Booking	December 5, 2024 9:00 am 120 Minutes		€0.00

Booking ID : #9

CTRMP Exam Booking

Pending

Date: December 5, 2024Time: 9:00 am - 11:00 am

Payment Details:

Payment Method: -

Status: Paid

Total Amount: €0.00

Cancel Appointment