

LCDC

- 1. Log into your LCDC account (https://lcdc.yexchange.org)
- 2. Select MY LEARNING > Click TESTS & ASSESSMENTS
- 3. Scroll down to the Program Section > Click on the Swim Official Test
 - Review information and instructions before proceeding.
- 4. Click link GO TO Swim Official Test
 - You will be redirected to our testing site, Prometric.

PROMETRIC

Home Page:

1. Select **Register Now** to create an account

NOTE: IF YOU ALREADY HAVE A REGISTERED PROMETRIC ACCOUNT, LOG IN AND SKIP TO STEP 8

Registration Page 1, Prometric Info:

- 2. Enter Prometric Testing ID "111111111" (sequence of nine ones)
- 3. Select "YMCA" from the Test Provider drop down list
- 4. Enter your last name



Registration Page 2, Sign In Info:

5. Create username/ password, and enter security question information



Registration Page 3, Profile Info:

Complete personal information including: name, address, email, phone number and YMCA Person ID
 *Your YMCA Person ID is located on LCDC on your Y-USA transcript and can also be accessed by your YMCA HR staff



Registration Page 4, Confirm Policy:

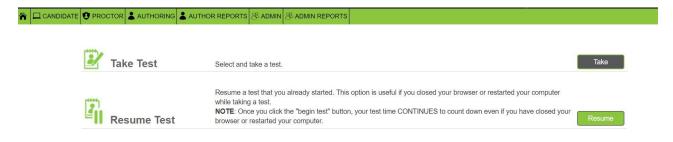
7. Confirm Prometric Policy by checking the check box

Home Page Redirect:

- 8. Select **Candidate** from the top rail
- 9. Click **Take Test** from drop down screen



10. Click **Take Test** on testing page



11. Select **Public Test** Option, for **Sponsor** select **YMCA**



- 12. Click Submit
- 13. Select the correct and hit Take Test
- 14. Confirm your selection
- 15. Click Take Test

If you have any questions on the above process, please email LeadershipCertification@YMCA.NET.