



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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

FIRST TIME REGISTRATION * Required Field | More Information

Prometric Info Sign In Info Profile Info Confirm Policy

Prometric Testing ID

Select a Test Provider or Program *

Last Name

Registration Page 2, Sign In Info:

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

FIRST TIME REGISTRATION * Required Field | More Information

Prometric Info Sign In Info Profile Info Confirm Policy

Sign-in Information

Username *

Username

Password *

Confirm Password *

Confirm Password

Security Question and Answer

Questions *

Question Answered *

Question Answered

Question *

Question Answered *

Question Answered

Registration Page 3, Profile Info:

6. 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

YMCA OF THE USA

101 N Wacker Drive, Chicago IL 60606

P 800 872 9622 F 312 977 9063 ymca.net

Prometric Info	Sign In Info	Profile Info	Confirm Policy
Name:			
First Name *	Last Name *	Mailing Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	State/Province	Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Information			
Email Address *	Home Phone #		
<input type="text"/>	<input type="text"/>		
Other Information			
YMCA Person ID *	Birth Date		
<input type="text"/>	<input type="text"/>		

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

News and Information

Welcome to the YMCA of the USA Certification Testing Center.
 Congratulations on your commitment to continued personal growth and professional development by seeking YMCA certification. From this page, you can access tests needed to complete your certification. Tests are timed and consist of multiple choice questions covering informati level.
 To login, please click the appropriate link and follow the instructions provided.
 If you have any issues accessing your test, please contact LeadershipCertification@ymca.net.
 Good luck!

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

Take Test Select and take a test. [Take](#)

Resume Test Resume a test that you already started. This option is useful if you closed your browser or restarted your computer while taking a test. **NOTE:** Once you click the "begin test" button, your test time CONTINUES to count down even if you have closed your browser or restarted your computer. [Resume](#)

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

SELECT TEST

Public Tests Private Tests Eligibility Tests

Sponsor
 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.

GOOD LUCK!