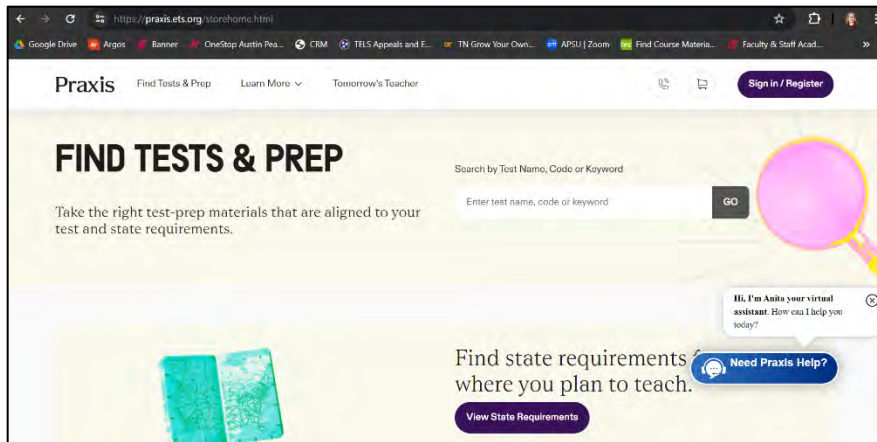


Important Information:

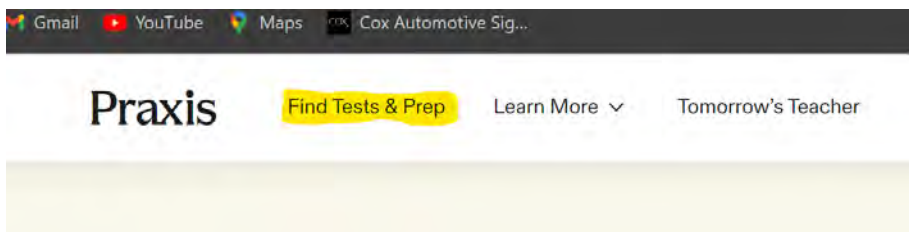
Tennessee requires a full and correct Social Security number (SSN) in order to receive score reports and process educator certification applications. Failure to provide an SSN will delay processing of licensure applications.

STEP 1: Go to the Praxis website

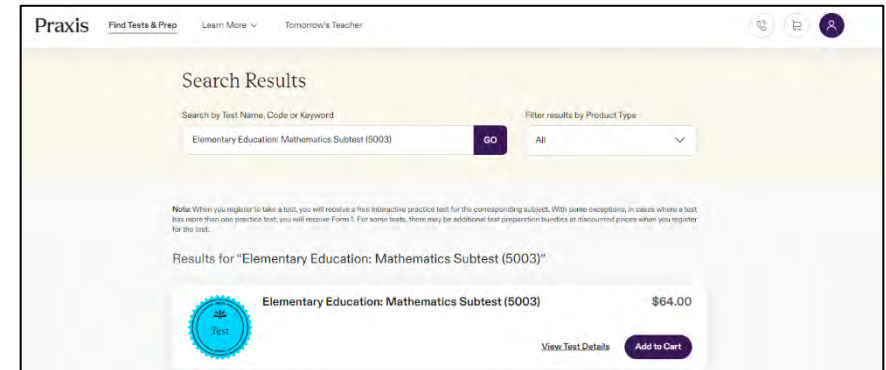
<https://praxis.ets.org/storehome.html>. Sign in or register at the purple button in the top right corner. Click Find Tests & Prep in the website header menu.



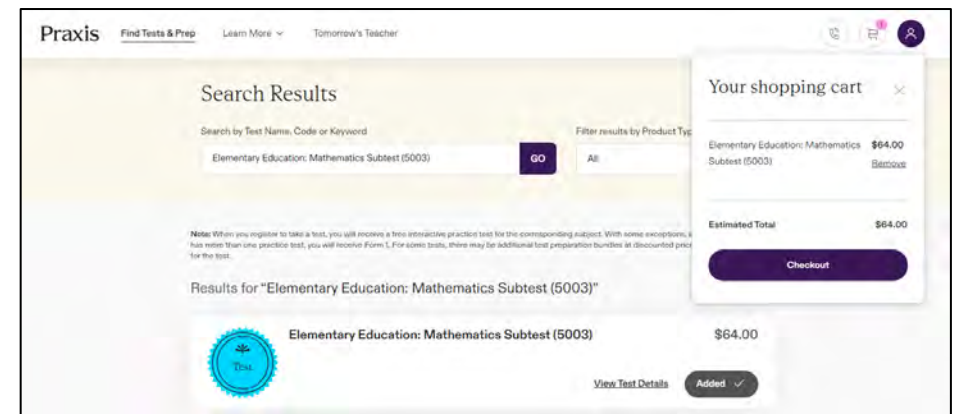
Step 2: Click on Find Tests & Prep



STEP 3: Type in your requested test.



STEP 4: Click Add to Cart, and the test will appear in your shopping cart.



Important Information:

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STEP 5: Once you have added all necessary tests, go to your shopping cart to review your order.

The screenshot shows the 'Review Your Cart Before Scheduling' page. At the top, there is a navigation bar with 'Praxis' and links for 'Find Tests & Prep', 'Learn More', and 'Tomorrow's Teacher'. Below the navigation bar, there is a breadcrumb trail: 'Back' > 'Before Scheduling' > 'Schedule Test' > 'Test Preparation' > 'Review Your Cart' > 'Payment' > 'Confirmation'. The main content area is titled 'Review Your Cart Before Scheduling'. A warning box states: 'Your cart includes at least 1 test that has not been scheduled. Please review the following information and then schedule your test(s) before proceeding to payment. You can schedule up to 4 tests in 1 order.' Below this, there is a section 'Before You Schedule Your Test(s)' with a list of instructions: 'Check your State Requirements to confirm which test(s) are required for certification. It is your responsibility to make sure you register for the correct test.', 'Make sure you know your state, agency or institution's deadline for submitting scores and allow enough time when choosing your test date.', and 'After you complete your registration, you will be able to select up to 4 free score recipients up to 3 days before your test date.' A note mentions accommodations for disabilities or health-related needs. On the right side, there is an 'Order Review' box showing 'Elementary Education: Mathematics Subtest (5003)' for '\$64.00' and an 'Estimated Total' of '\$64.00'. A 'Schedule My Test(s)' button is visible below the order review.

The screenshot shows the 'Contact Information and Personal Details' page. The page is titled 'Contact Information and Personal Details' with an 'Edit' button. The form fields include: First Name, Last Name, Email, Country (USA), Address, City, State, ZIP Code, Phone Number, Date of Birth, and Gender. On the right side, there is an 'Order Review' box showing 'Elementary Education: Mathematics Subtest (5003)' for '\$64.00' and an 'Estimated Total' of '\$64.00'. A 'Schedule My Test(s)' button is visible below the order review. A note at the bottom right states: 'Note: Final prices will be calculated at checkout.'

STEP 6: You will see your selected test and be able to review and change your account information.

The screenshot shows the 'Summary' page. The page is titled 'Summary' and features a 'Test' card for 'Elementary Education: Mathematics Subtest (5003)' with a duration of '90 min' and a price of '\$64.00'. A 'Remove' button is visible next to the test card. Below the test card, there is a 'Your Information' section with a note: 'Please review your contact information to ensure the information is accurate. You can make changes to your profile after completing your registration, up to 15 business days after you take the test.' At the bottom, there is an 'Account Details' section with an 'Edit' button. On the right side, there is an 'Order Review' box showing 'Elementary Education: Mathematics Subtest (5003)' for '\$64.00' and an 'Estimated Total' of '\$64.00'. A 'Schedule My Test(s)' button is visible below the order review. A note at the bottom right states: 'Note: Final prices will be calculated at checkout.'

The screenshot shows the 'Background Information' page. The page is titled 'Background Information' with an 'Edit' button. The form fields include: Ethnicity, First Language, Best Language, Highest Level of Education, Undergraduate Major Field of Study, Graduate Field of Study, Program Enrollment Information, and Educator Preparation Program Information. On the right side, there is an 'Order Review' box showing 'Elementary Education: Mathematics Subtest (5003)' for '\$64.00' and an 'Estimated Total' of '\$64.00'. A 'Schedule My Test(s)' button is visible below the order review. A note at the bottom right states: 'Note: Final prices will be calculated at checkout.'

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STEP 7: Under the Educator Preparation Program, you will need to select Austin Peay State University so that your Praxis scores will be sent to us for licensure verification.

To choose a college/university, select the Edit button.

The screenshot shows the Praxis website interface. At the top, there is a navigation bar with 'Praxis', 'Find Tests & Prep', 'Learn More', and 'Tomorrow's Teacher'. Below this, the 'Educator Preparation Program Information' section is visible, featuring a card for 'Educator Preparation Program' with an 'Edit' button and a field for 'Institution Code/School Name'. To the right, an 'Order Review' section displays 'Elementary Education: Mathematics Subtest (5003)' for \$64.00, with an 'Estimated Total' of \$64.00 and a 'Schedule My Test(s)' button. Below the order review is a 'Terms and Conditions' section with an 'ACKNOWLEDGMENT' and a checkbox for agreement to the policies.

STEP 8: Once you select Edit, a Search bar will appear where you can search Austin Peay by name, select Austin Peay, and then click Save.

This screenshot shows the 'Educator Preparation Program' page with the 'Edit' button highlighted in a light blue circle. Below the program name, there is a section titled 'Select Your Educator Preparation Program or Training Institution (Optional)' with a search bar labeled 'Search By Institution Code/Name' and a search icon. Below the search bar, there is a note: 'You can add your Educator Preparation Program when you register for a test.' At the bottom of this section, there are 'Cancel' and 'Save' buttons.

This screenshot shows the search results for 'Austin Peay'. The search bar contains 'Austin Peay' and the search icon is highlighted. Below the search bar, a dropdown menu is open, showing 'AUSTIN PEAY STATE UNIVERSITY (1028)' as the selected option.

This screenshot shows the final selection of 'AUSTIN PEAY STATE UNIVERSITY (1028)'. The 'Educator Preparation Program' card is visible, and the 'Institution Code/School Name' field now contains the selected university name. The 'Edit' button is still present.

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STEP 9: Agree to the Terms and Conditions by checking the box shown below.

Terms and Conditions

ACKNOWLEDGMENT

This Acknowledgment contains the terms and conditions between you and Educational Testing Service ("ETS," "we," "us," "our") for ETS' testing products and services (the "Testing Services"). They apply to all actions you take in connection with the Testing Services, including creating an online account, providing personal information to ETS, registering or paying for a test, requesting services relating to the test, taking a test, requesting or receiving test scores.

I agree to the policies set forth on the Praxis website and in the [The Praxis® Tests Information Bulletin \(PDF\)](#), specifically those concerning test administration, payment of fees, reporting of scores, the confidentiality of test questions and the reschedule and cancel policies. I also certify that I (or my minor child) am the person who will take the test as described in this registration. I also agree to the [ETS Terms and Conditions](#) and [Privacy and Security Policy](#).

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STEP 10: You will then click Schedule Your Test(s). To find a Test Center, complete the following steps as shown.

Click Test Center:

Enter Zip Code: XXXXXX

Select appropriate city

Click arrow under Test Center

Select Test Center from options available:

The screenshot shows two side-by-side panels. The left panel is titled "Terms and Conditions" and contains a scrollable area with text regarding the user's agreement to the testing services, including a checkbox for "I agree to the policies set forth on the Praxis website and in the The Praxis® Tests Information Bulletin (PDE)..." The right panel is titled "Order Review" and displays "Teaching Reading: Elementary (5205)" for a price of "\$156.00". Below this, it shows "Estimated Total" as "\$156.00" and a purple button labeled "Schedule My Test(s)". A note at the bottom of the right panel states "Note: Final prices will be calculated at checkout."

The screenshot shows the "Schedule Test" page for the "Elementary Education: Mathematics Subtest (5003)". It features two tabs: "At Home" and "Test Center", with "Test Center" selected. Below the tabs, there is a "Select a time zone and date" section with a dropdown menu set to "CST - Central Standard Time - America/Chicago (GMT-06:00)" and a "Find available dates" button. A calendar for February 2024 is displayed, with dates 1 through 17 visible. On the right side, there is a summary box for the test: "Elementary Education: Mathematics Subtest (5003)", "Duration: 90 min", "Price: \$64.00", "Location: At Home Testing", "Date: Select a Date", and "Time: Select a time". A "Continue" button is located at the bottom of this summary box. A note at the bottom of the page states "Note: Final prices will be calculated at checkout."

The screenshot shows the "Schedule Test" page with the "Test Center" tab selected. Below the tabs, there is a section titled "Enter your location and select a test center and date". It includes a "ZIP Code or City" input field with "37043, Clarks..." entered and a search icon. To the right is a "Test Center" dropdown menu with "Select" as the current selection. A "Find available dates" button is located to the right of the dropdown. The dropdown menu is open, showing three options: "Clarksville - Forbes Avenue - Clarksville, Tennessee, TN 37040 (APCN-1011) 2.78 mi", "Nashville - Donelson Pike - Nashville, Tennessee, TN 37217 (APCN-1015) 45.87 mi", and "Nashville - Donelson Pike - Nashville, Tennessee, TN 37217 (APCN-1018) 45.87 mi".

Important Information:

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STEP 11: Once a test site has been selected, click Find available dates to schedule a test date.

Praxis Find Tests & Prep Learn More Tomorrow's Teacher

< Back Before Scheduling Scheduling

Schedule Test

Find available test dates for At Home or Test Center testing. Check the [At Home Testing Requirements](#) before making a selection. You are not guaranteed a seat at your chosen testing location until you have completed the registration and payment process.

At Home Test Center

Enter your location and select a test center and date

ZIP Code or City: 37043, Clark... Test Center: Clarksville - Forbes Avenue - Clarksville, Ten... Find available dates

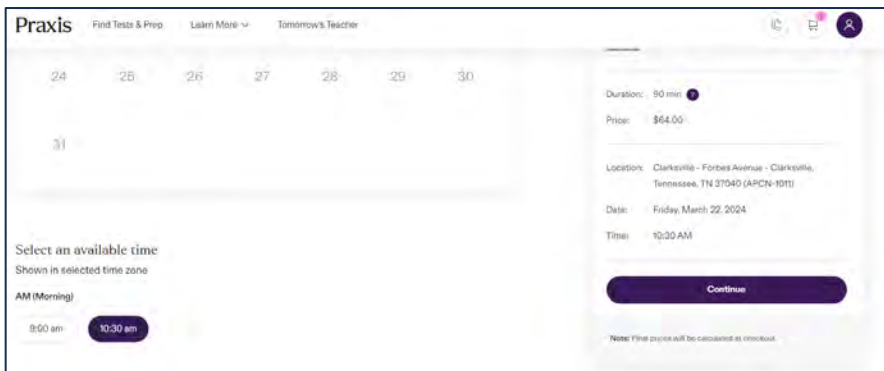
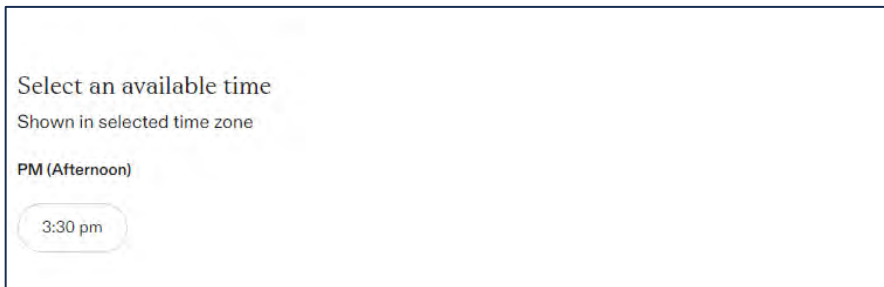
STEP 12: Select available date from circle around the date. For example:

SUN	MON	TUE	WED	THU	FRI	SAT
				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

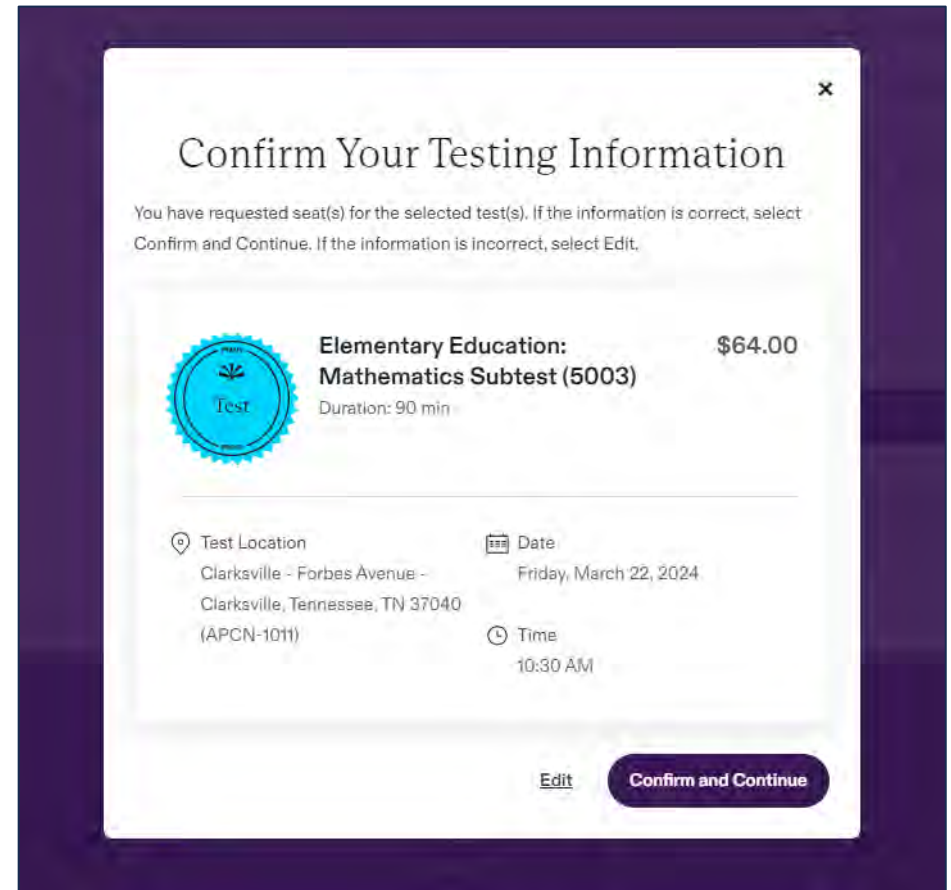
Important Information:

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STEP 13: Once you click a circled date, select an available time from options available. Select the time and hit continue.



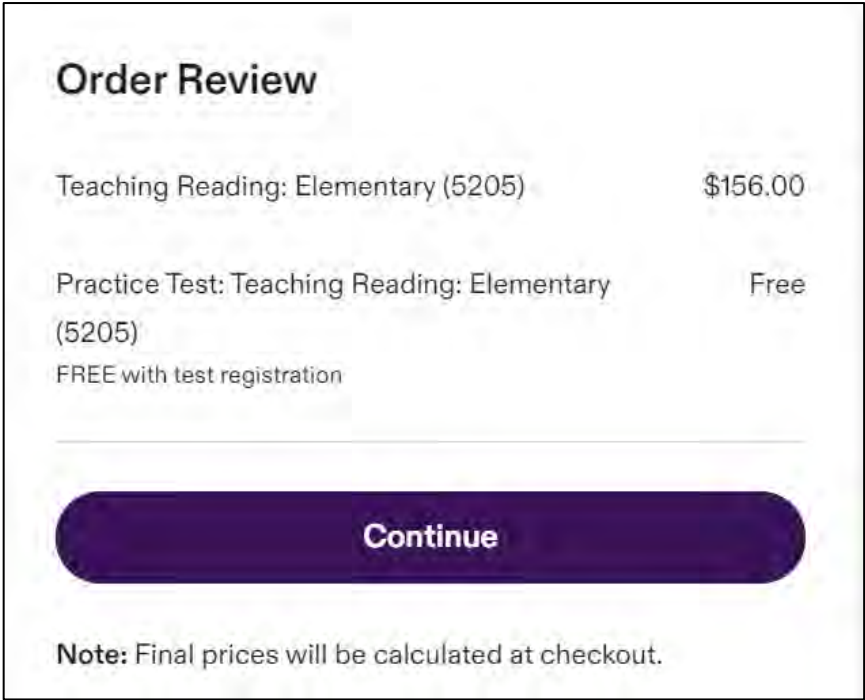
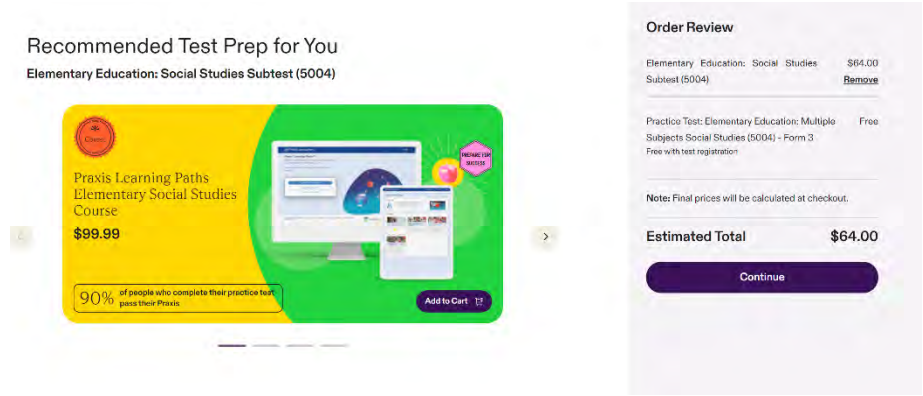
STEP 14: Confirm your Testing Information and select Continue.



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STEP 15: At this point, you will see a free Test Preparation options already in your cart. You can add additional preparation material to your cart if you wish at your own expense. Once you added these to your cart, click Continue.



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STEP 16: Review your Cart and make sure everything is correct. At this point, you can Enter Your Voucher Code. After typing in voucher code be sure to hit the + sign.

Review Your Cart

IMPORTANT: After you have scheduled and paid for your test, be sure to select your free score recipients up to 3 days before your test date. In order for your Educator Preparation Program to receive your full score details, you **MUST** add the institution as one of your free score recipients. Selecting an institution as your Educator Preparation Program does not result in your scores being sent.

Summary

- Elementary Education: Social Studies Subtest (5004) - Duration: 90 min - \$64.00 - [Remove](#)
- Location: 220 FORBES AVE. - Clarksville, Tennessee, TN 37040
- Date: Saturday, December 14, 2024 - 10:30 AM
- Educator Preparation Program: AUSTIN PEAY STATE UNIVERSITY (1028) - PO BOX 4428,610 COLLEGE STREET, CLARKSVILLE, Tennessee, 370444638
- Automatic Score Recipient: Tennessee/TENNESSEE STATE DEPT OF EDUC(8190)

Order Total

- Elementary Education: Social Studies Subtest (5004) - \$64.00 - [Remove](#)
- Practice Test: Elementary Education, Multiple Subjects Social Studies (5004) - Form 3 - Free with test registration
- Voucher or promo code: +
- SubTotal: \$64.00
- Online Service Fee: \$1.00
- Sales Tax: \$0.00
- Accepted payment types:

Step 17: Click Edit information for Educator Preparation Program and Select yes to sending the score to them

Elementary Education: Social Studies Subtest (5004) - Duration: 90 min - Free - [Remove](#)

Location: 220 FORBES AVE. - Clarksville, Tennessee, TN 37040

Date: Saturday, December 14, 2024 - 10:30 AM

Educator Preparation Program [Edit Info](#) **Automatic Score Recipient** [?](#)

AUSTIN PEAY STATE UNIVERSITY (1028) - PO BOX 4428,610 COLLEGE STREET, CLARKSVILLE, Tennessee, 370444638

Tennessee/TENNESSEE STATE DEPT OF EDUC(8190)

Send scores?* Yes No

Educator Preparation Program

Selected:

AUSTIN PEAY STATE UNIVERSITY (1028)
PO BOX 4428,610 COLLEGE STREET, CLARKSVILLE, Tennessee, 370444638

Change your Educator Program Preparation or Training Institution

If you plan to take the Speech-Language Pathology or Audiology test, select the institution with (SLP/AUD) following the institution's name.

Search by: State Institution Name/Code

Type and click the search button. [Q](#)

Send scores to your attending Institution?* Yes No

[Cancel](#) [Save Changes](#)

Important Information:

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STEP 18: Once your voucher code is entered, you will see a zero balance. Please note that you may need to Zoom Out in your browser during Checkout Process to see the Proceed to Payment button.

The screenshot shows a checkout page with the following details:

- Order Total**
- Elementary Education: Mathematics Subtest (5003) \$64.00
- Voucher or promo code: Enter your voucher or promo code (with a green checkmark icon)
- Discount applied correctly: 2d95d9e56b5bd436 Applied
- SubTotal: \$0.00
- Sales Tax: \$0.00
- Total: \$0.00**
- Proceed to payment** button
- Accepted payment types: American Express, Discover, Mastercard, Visa, and others.

STEP 19: Check the box below to agree to the policies.

The screenshot shows a 'Policies' section with the following content:

- Policies**
- If you change your test center or date after you submit your order, you will be charged an additional fee of \$40.
- After you submit your order, if you cancel your test no later than three full days prior to your appointment (not including the day of your test), you may be eligible to receive a refund of 50% of your test fees. After that you, you will not receive any refund.
- ETS has a no refund, no returns policy on priced test preparation materials.

Please accept the Terms & Conditions to proceed. I agree to the policies above.

STEP 20: You will see a success message. If you do not see a success message, call (609) 771-7395 for assistance.

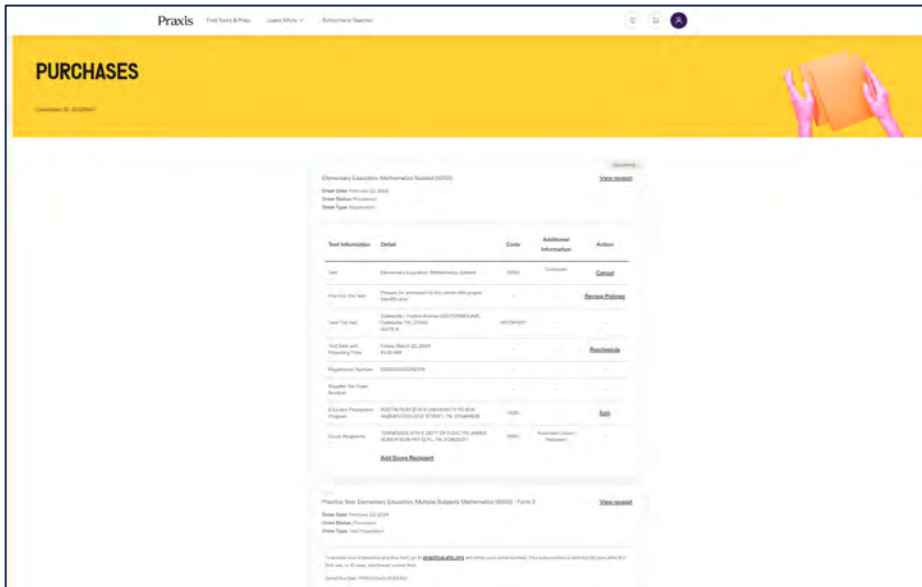
The screenshot shows a success message with the following content:

- Your payment was successful**
- You will receive an email containing your purchase information in a few minutes.
- IMPORTANT:** Don't miss out on adding your Free Score Recipients. Click "Add Free Score Recipients" now.
- You still have Free Score recipients available!**
Save from up to \$200 by adding them now
- Add Free Score Recipients** button
- [View Purchase Details](#)

Important Information:

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STEP 21: You will be able to see your Purchase Details.



The screenshot displays the 'PURCHASES' section of the Praxis website. The page features a yellow header with the 'PURCHASES' title and a navigation bar. Below the header, there is a list of items for purchase, including 'Elementary Education: Mathematics Subject (2020)' and 'Praxis Test: Elementary Education: Multiple Subjects Mathematics (2020) - Form 9'. Each item is presented in a card format with a 'View Details' button. A table below the cards provides a detailed view of the items, including their names, codes, and additional information.

Item Information	Detail	Code	Additional Information	Action
Item	Elementary Education: Mathematics Subject	2020	2020	Cancel
Item Title	Praxis Test: Elementary Education: Multiple Subjects Mathematics (2020)			View Details
Item Title	Elementary Education: Mathematics Subject (2020)			View Details
Item Title	Praxis Test: Elementary Education: Multiple Subjects Mathematics (2020) - Form 9			View Details
Item Title	Elementary Education: Mathematics Subject (2020)			View Details
Item Title	Praxis Test: Elementary Education: Multiple Subjects Mathematics (2020) - Form 9			View Details
Item Title	Elementary Education: Mathematics Subject (2020)			View Details
Item Title	Praxis Test: Elementary Education: Multiple Subjects Mathematics (2020) - Form 9			View Details
Item Title	Elementary Education: Mathematics Subject (2020)			View Details
Item Title	Praxis Test: Elementary Education: Multiple Subjects Mathematics (2020) - Form 9			View Details

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STEP 22: You can add a score recipient as shown below. Please make sure Austin Peay and the Tennessee State Department of Education are selected. You can click Edit to add additional Recipients.

Educator Preparation Program	AUSTIN PEAY STATE UNIVERSITY PO BOX 4428,610 COLLEGE STREET, TN, 370444638	1028	-	Edit
Score Recipients	TENNESSEE STATE DEPT OF EDUC 710 JAMES ROBERTSON PKY 12 FL, TN, 372430377	8190	Automatic Score Recipient	-

[Add Score Recipient](#)

My Free Score Recipients

Your Scheduled Praxis Test

Select a test

Elementary Education: Mathematics Subtest (5003) (Friday, March 22, 20... ▾

Educator Preparation Program

Institution Code / School Name

AUSTIN PEAY STATE UNIVERSITY (1028) ✕ 🔍

Add as score recipient? Doing so will use one of your free score sends.

[Cancel](#) [Save Changes](#)

Praxis Find Tests & Prep Learn More ▾ Tomorrow's Teacher

← Back

My Free Score Recipients

Your Scheduled Praxis Test

Select a test

Elementary Education: Mathematics Subtest (5003) (Friday, March 22, 20... ▾

Educator Preparation Program

Institution Code / School Name

AUSTIN PEAY STATE UNIVERSITY (1028)

Add as score recipient? Doing so will use one of your free score sends.

Your Free Score Recipients

You can select up to four free score recipients. Score recipients are editable until 3 days before your scheduled test.

Search by Institution Code / School Name

Search 🔍

Your Score Recipients selection will appear here

[Save Changes](#)

Note: We are required to send Praxis scores for any Test Taker that tests in Tennessee to the TENNESSEE STATE DEPT OF EDUC. Praxis notes that this will not count as one of your four free score sends.

Your Scheduled Praxis Test

Select a test

Elementary Education: Mathematics Subtest (5003) (Friday, March 22, 20... ▾

Educator Preparation Program

Institution Code / School Name

AUSTIN PEAY STATE UNIVERSITY (1028) ✕ 🔍

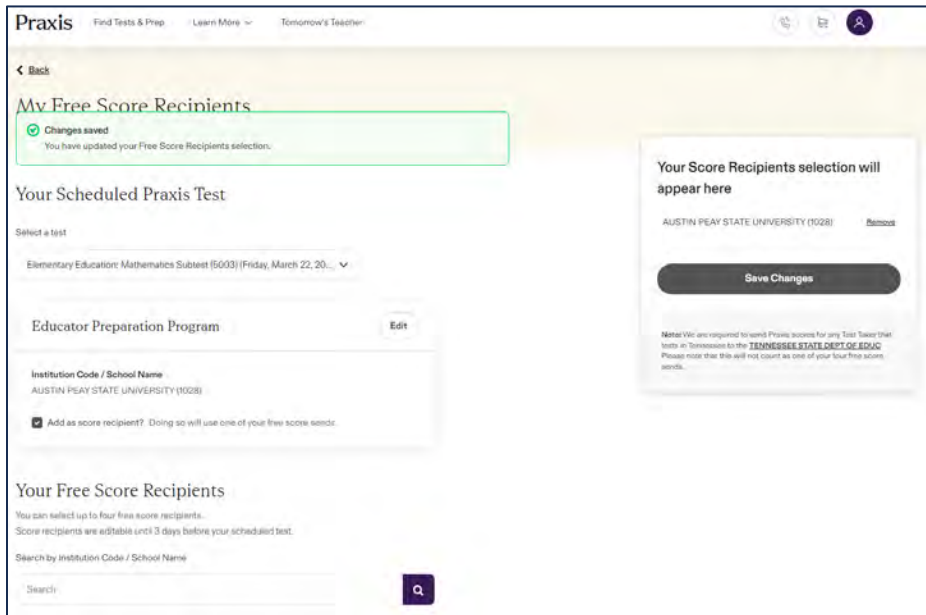
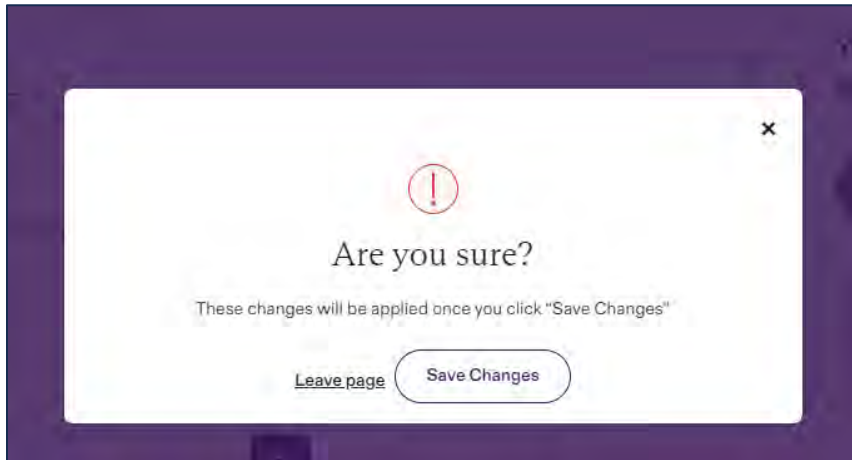
Add as score recipient? Doing so will use one of your free score sends.

[Cancel](#) [Save Changes](#)

Important Information:

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STEP 23: If you added a recipient, make sure to save changes. Then Click Back at the top.



STEP 24: You should be back at your homepage. See below to view or modify your order.

