

# How to create Pearson VUE account and make exam appointment.

## PART 1 : Create Pearson VUE account

- Click “Create account” on JMA program page at Pearson VUE web page.  
JMA program page at Pearson VUE : <https://home.pearsonvue.com/Clients/JMA.aspx>

JMA - Japan Management Association Certification (CPP/CPE/CPF)

JMA provides management related activities (survey, research, information collection and publication), human resources development, and technological development across all the industries to contribute to the development of the Japanese economy, and the improvement of the quality of life thus encouraging the growth of the global society.

日本語

**JMA**  
JAPAN MANAGEMENT ASSOCIATION

To schedule, reschedule or cancel an exam:

Sign in **Create account**

- Forgot my username
- Forgot my password

- Read the Privacy Policy, check on the box and click “I Agree” to continue.

Japan Management Association Certification - Create a Web Account: Step 1

Enter Personal Information | Contact Information | Additional Information | Create Account

Enter Personal Information

Required information is marked with an asterisk (\*).

Enter information on this page

Personal

**IMPORTANT: YOU MUST EN YOU WILL PRESENT AT THE your test and you will not be**

Title:  
Example: Mr., Ms., Mrs., Dr.

\*First Name / Given Name

**Privacy Policy Acceptance**

day of your test and on your future test days, detecting and preventing any fraud, and maintaining the security and integrity of the testing program.

By checking the box below and clicking the I Agree button, you acknowledge that you understand and agree to the terms contained in this Agreement and expressly consent to the collection of my palm vein scan where applicable. If you do not agree to the policies and terms contained in this Agreement, you will not be able to continue through the registration and scheduling process.

I have read and agree to the above terms.

I Agree | I Do Not Agree

- Enter your Name in English.

## Japan Management Association Certification - Create a Web Account: Step 1

Enter Personal Information    Contact Information    Additional Information    Create Account

### Enter Personal Information

*Required information is marked with an asterisk (\*).*  
Enter information on this page in the Roman alphabet. (Alphanumeric)

Personal

**IMPORTANT: YOU MUST ENTER YOUR LEGAL NAME EXACTLY AS IT APPEARS ON THE IDENTIFICATION YOU WILL PRESENT AT THE TEST CENTER.** If there is not an exact match, you will not be able to take your test and you will not be reimbursed for any fees paid.

**Title:**  
Example: Mr., Ms., Mrs., Dr.

**\*First Name / Given Name:**  
Enter as it appears on your government issued ID

**Middle Names:**

**\*Last Name / Surname / Family Name:**  
Enter as it appears on your government issued ID

**Suffix:**  
Example: Jr., Sr., II, III, IV

Returning users, please [sign in](#).

[Privacy Policy](#)

If you have questions about personal information, please read our [Privacy Policy](#).

- Enter your Email address.

### Email

Most email correspondence is sent immediately, but some may take up to 24 hours. If you do not receive an email, please check your spam or bulk email folder. [We never sell email addresses.](#)

**\*Email:**

**\*Confirm Email:**

[Next](#)

- Enter your address and telephone number in English.  
[NOTE] If you select “Japan” in \*Country/Territory of Residence:, you will be required to enter your address in Japanese language in the next screen.

### Japan Management Association Certification - Create a Web Account: Step 2

Enter Personal Information   **Contact Information**   Additional Information   Create Account

#### Enter Contact Information

*Required information is marked with an asterisk (\*).*  
Enter information on this page in the Roman alphabet. (Alphanumeric)

Address and Telephone

**Address Type:**  
Select one... ▼

**\*Country/Territory of Residence:**  
Select one... ▼

**Company:**

**\*Address 1:**

**Address 2:**

**Address 3:**

**\*City:**

**ZIP Code:**

**\*Telephone:**  
+

[Country Codes](#)

- Select the language you want to receive the email from Pearson VUE.  
[NOTE] If you select English, you will receive the exam appointment confirmation email in English.

Communication Preferences

\*

\*Correspondence Language:  
English

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Next

- Answer to JMA specific questions

Japan Management Association Certification - Create a Web Account: Step 3

Enter Personal Information   Contact Information   Additional Information   Create Account

Enter Additional Information

The following information is being collected on behalf of Japan Management Association Certification.

Required information is marked with an asterisk (\*).

Enter information on this page in the Roman alphabet. (Alphanumeric)

If you have taken Japan Management Association Testing Certification exam at Prometric before, please enter the Prometric ID.

\*Would you like to receive information on various services, seminars and publications from Japan Management Association (JMA) ?

Yes  
 No

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Next

● Set your Username and Password

### Japan Management Association Certification - Create a Web Account: Step 4

Enter Personal Information   Contact Information   Additional Information   **Create Account**

#### Create Account

All fields are required.  
Enter information on this page in the Roman alphabet. (Alphanumeric)

Username

Your username must contain 6 or more characters.

Username:

Password

Your password must contain:

- 8 or more characters
- a combination of uppercase and lowercase letters
- numbers (0-9) or symbols (#, \$, %, etc.)

Your password cannot include your username.

Password:

Password Strength:

Confirm Password:

- Set security question and answers. Click “Finish” to complete.  
[NOTE] Security question will be used when resetting your user ID and password.

### Security Questions

Your security answers cannot contain your username or password.

Question:

Answer:

Question:

Answer:


## PART 2 : Make exam appointment

- Click “Sign In” on JMA program page at Pearson VUE web site.  
JMA program page at Pearson VUE : <https://home.pearsonvue.com/Clients/JMA.aspx>

JMA - Japan Management Association Certification  
(CPP/CPE/CPF)

JMA provides management related activities (survey, research, information collection and publication), human resources development, and technological development across all the industries to contribute to the development of the Japanese economy, and the improvement of the quality of life thus encouraging the growth of the global society.

NEWS  
Click [here](#) for latest news and updates about Japan Management Association Certification.

日本語  
  
To schedule, reschedule or cancel an exam:  
[Sign in](#) [Create account](#)  

- [Forgot my username](#)
- [Forgot my password](#)

- Enter Username and Password and click “Sign In”.

## Japan Management Association Certification

### Sign in

*All fields are required.*

Returning users, please sign in:

**Username:**

**Password:**

[I forgot my username.](#)  
[I forgot my password.](#)

[Sign In](#)

New users, please sign up:  
[Create a web account.](#)

- Click “View Exams” to open list of exams.

- Select the exam you wish to take, click “Schedule this Exam” on next screen.

Exam Code	Exam Name
CPEA-200J	<a href="#">Certified Production Engineer Grade ME(CPE-ME)</a>
CPEB-100J	<a href="#">Certified Production Engineer Grade B(CPE-B)</a>
CPF0-100J	<a href="#">Certified Production Foreman(CPF)</a>
CPPA-200J	<a href="#">Certified Procurement Professional Grade A(CPP-A)</a>
CPPB-100E	<a href="#">Certified Procurement Professional Grade B (CPP-B English version).[Offered to limited candidates only]</a>
CPPB-100J	<a href="#">Certified Procurement Professional Grade B(CPP-B)</a>

- Select “At a local test center” and click Next

- Click “Schedule this exam”

## Exam Details

Signed In as: Jamme Urashimaa  
JMA ID: J000000004

**Exam:**  
CPPB-100E: Certified Procurement Professional Grade B (CPP-B English version) [Offered to limited candidates only]  
[View Testing Policies](#)

**Price\*:**  
JPY 15000.00

**Language:**  
English

*\*Prices listed are based on today's date and do not include local taxes which may be applicable.*

[Previous](#) [Schedule this Exam](#)

- Click “Proceed to Scheduling”

## Confirm Exam Selection

Signed In as: Jamme Urashimaa  
JMA ID: J000000004

**Selected Exams:**

**Exam 1:** CPPB-100E: Certified Procurement Professional Grade B (CPP-B English version) [Offered to limited candidates only]  
Language: English

[Previous](#) [Proceed to Scheduling](#)



- Search and choose test center.

## Test Center Search

Signed In as: Jammee Urashimmaa  
JMA ID: J0000000004


Exam Selection: CPPB-100E: Certified Procurement Professional Grade B (CPP-B English version) [Offered to limited candidates only] | Language: English [Change Exam](#)

**Find test centers near:**

e.g., "55437" or "5601 Green Valley Drive, Bloomington, MN" or "Paris, France"

You can select **up to three** test centers to compare availability.  
The test center information link may provide more information regarding wheelchair support, parking, directions, and other physical considerations for a test center.

	Test Center	Distance*
<input checked="" type="checkbox"/>	<b>Shinjuku Ekimae Test Center1</b> 151-0053 Tokyo Shibuya-ku 6F Tokyo Minamishinjuku Bldg, 2-7-8 Yoyogi Japan <a href="#">Test Center Information</a>	0.4 .mj
<input type="checkbox"/>	<b>Shinjuku Ekimae Test Center2</b> 151-0053 Tokyo Shibuya-ku 6F Tokyo Minamishinjuku Bldg, 2-7-8 Yoyogi Japan <a href="#">Test Center Information</a>	0.4 .mj



Next

- Choose exam date

### Test Center

**Shinjuku Ekimae Test Center1**  
 151-0053  
 Tokyo Shibuya-ku  
 6F Tokyo Minamishinjuku Bldg,  
 2-7-8 Yoyogi  
 Japan

[Change Test Centers](#)

### Select Date [Why can't I find an available appointment?](#)

September 2018							October 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

- Choose exam start time.

Available Start Times: Wednesday, October 10, 2018 at Shinjuku Ekimae Test Center1

Morning	Afternoon
<input type="button" value="09:00 AM"/>	<input style="border: 2px solid red;" type="button" value="12:00 PM"/>
<input type="button" value="09:15 AM"/>	<input type="button" value="12:15 PM"/>
<input type="button" value="09:30 AM"/>	<input type="button" value="12:30 PM"/>

- Confirm your order and click “Proceed to Checkout”

## My Order

Signed In as: Jammee Urashimmaa  
JMA ID: J0000000004

Description	Details	Price	Actions
<b>Exam</b> CPPB-100E: Certified Procurement Professional Grade B (CPP-B English version) [Offered to limited candidates only]  Language: English Exam Length: 95 minutes	<b>Appointment</b> Wednesday, October 10, 2018 Start Time: 12:00 PM JST <a href="#">Change Appointment</a>  <b>Location</b> Shinjuku Ekimae Test Center1 151-0053 Tokyo Shibuya-ku 6F Tokyo Minamishinjuku Bldg, 2-7-8 Yoyogi Japan <a href="#">Change Test Center</a>	15000	<a href="#">Remove</a>

Total Due

	Subtotal:	15000
	Estimated Tax:	1200
	ESTIMATED TOTAL DUE:	JPY 16200

Add Another Exam

Proceed to Checkout

- Confirm your name is entered correctly.

## Checkout - Step 1 of 5: Confirm Personal Information

Signed In as: Jammee Urashimmaa  
JMA ID: J0000000004

**IMPORTANT:** Your name must exactly match the identification that is presented at the test center or you will not be able to take your exam.

**Name:**  
Jammee Urashimmaa

---

**Telephone:**  
+81 4654678946 Edit

---

**Correspondence Language:**  
日本語 Edit

Previous

Next

- Read through exam policy and check agree to proceed.

## Checkout - Step 2 of 5: Agree to Policies

Signed In as: Jamme Urashimaa  
JMA ID: J000000004

### Japan Management Association Certification Policies

**Admission Policy**  
Please arrive at the test center 15 minutes before your scheduled appointment. This will allow you enough time to complete the check-in procedures before beginning your exam. If you arrive more than 15 minutes after your appointment time and are refused admission, the exam fees are not refundable.  
You will not be allowed to take any personal items with you into the testing room. This includes all bags, books not authorized by the testing program, notes, cell phones, pagers, watches and wallets.  
At all testing centers, capture of your photograph and digital signature is required. Please be prepared to show two forms of personal identifications. One form as a primary ID must be government-issued with name and photo, and one form as a secondary ID with at least a name and signature, or a name and photo. The first and last name on the registration must match exactly the first and last name on the IDs that are presented on test day. Expired IDs are not valid.

**Reschedule Policy**  
If you wish to reschedule your exam, you must do so online 24hours prior to your appointment. Rescheduling less than 24hours prior to your appointment results in forfeiting your fees.

**Cancellation Policy**  
If you wish to cancel your exam and receive a full refund, you must cancel your exam online 24hours prior to your appointment. Canceling less than 24 hours prior to your appointment or missing your test may result in forfeiting your fees.

**Additional Information**

**Retake Policy**  
You can take the same exam 2 times within the one event period (In that case you are required to pay for the second exam ). Note that if you are absent on the day of your appointment, that will be counted as 1 time. If you passed the exam, you can not retake the same exam again (unless exam contents are revised) for another 12 months.

**Privacy Policy**  
The Japan Management Association (hereafter referred to as JMA) respects the private nature of information acquired through registrations for exam reservations and the exams themselves (such information includes personal information and attributes of examinees, pass/fail results, scores etc. and is hereafter referred to as "examinee information") and JMA handles this information in accordance with its [privacy policy](#). Note that JMA may disclose the examinee information of an examinee who takes an exam using a voucher to the company who purchased the voucher.

I have read and agree to the Japan Management Association Certification policies listed above.

- Enter payment detail: To pay by Credit card, enter “Card Detail”.

Checkout - Step 3 of 5: Enter Payment

Order Total

Subtotal: 15000

Estimated Tax: 1200


**ESTIMATED TOTAL DUE: JPY 16200**

[Add Voucher or Promo Code](#) [What is this?](#)

*Required information is marked with an asterisk (\*).*

Card Details

We accept the following cards:



\*Card Type:  
Select one... ▼

\*Card Number:  
(Do not include hyphens or spaces)

\*Expiration Date:  
08 ▼ 2018 ▼

\*Cardholder's Name:  
(Name as it appears on card)

\*Security Code:  
[What is this?](#)

- Enter payment detail: To pay by an exam voucher, click the arrow next to “Add Voucher or Promo Code”, enter voucher number and clicks “Apply”.

Checkout - Step 3 of 5: Enter Payment

Order Total

Subtotal: 15000

Estimated Tax: 1200

**ESTIMATED TOTAL DUE: JPY 16200**

[Add Voucher or Promo Code](#) [What is this?](#)

Voucher/Promotion Code:  
ABC123456789

Signed In as: K...  
Member Card ID: K00000001

\*No need to change billing detail. Click “Next” to proceed.

Billing Address

This address must match the address that appears on the account.

**\*Country/Territory:**  
japan ▼

**\*Address 1:**  
clafsdfa

**Address 2:**  
5-7

**Address 3:**  
JMA test building

**\*City:**  
safdafd

**\*State:**  
Ehime ▼

**Zip/Postal Code:**  
46565464

**\*Telephone:**  
+ 81 4654678946  
[Country Codes](#)

💡 Your card will not be charged until you submit your order on the next page.

Previous Next

- Click “Submit Order” to finalize your appointment order.

Checkout - Step 4 of 5: Submit Order Signed in as: Jammee Urashimaa  
JMA ID: J000000004

Your order is NOT complete until you click the “Submit Order” button.

Confirm Order Details

Description	Details	Price
<b>Exam</b> CPPB-100E: Certified Procurement Professional Grade B (CPP-B English version) [Offered to limited candidates only]  Language: English Exam Length: 95 minutes	<b>Appointment</b> Wednesday, October 10, 2018 Start Time: 12:00 PM JST  <b>Location</b> Shinjuku Ekimae Test Center1 151-0053 Tokyo Shibuya-ku 6F Tokyo Minamishinjuku Bldg. 2-7-8 Yoyogi Japan	15000

Payment Details

Exams for  
**Name:**  
 Jammee Urashimaa  
**JMA ID:**  
 J000000004

Order Total  
 Subtotal: 15000  
 Tax: 0  
 Voucher: -15000 *Japan Management Association Certification - VUE Liabie*

**JPY 0**

Previous
Cancel Order
Submit Order

- Exam Appointment finalized and confirmation mail sent to your email address.

Checkout - Step 5 of 5: Summary

An email confirmation has been sent

Return Home  
 [Print Summary](#)

Exam Details

Description	Details	Order Information	Price
<b>Exam</b>  Language: Japanese Exam Length: . minutes	<b>Appointment</b> Friday, August 10, 2018 Start Time: 10:00 AM JST  <b>Location</b> Shinjuku Ekimae Test Center	<b>Order Number/Invoice</b> 0047-7870-8327  <b>Registration ID</b> 339475621  <b>Status</b>	15000