

How to register for classes and exams hosted by the IMSA Northwest Section

- ▶ FOLLOW THESE SIMPLE STEPS TO REGISTER YOURSELF OR MULTIPLE MEMBERS OF YOUR ORGANIZATION FOR CLASSES
- ▶ FIND COURSE LISTINGS ON OUR WEB SITE: [HTTPS://NORTHWEST.IMSASECTION.ORG](https://northwest.imsasection.org)
- ▶ FOR HELP AT ANY STEP ALONG THE WAY, CONTACT
- ▶ MARK RODGERS AT 360-903-9010 (6:30 AM – 5 PM MONDAY-FRIDAY)
- ▶ I AM FREQUENTLY IN MEETINGS AND MAY NOT ANSWER, PLEASE LEAVE A MESSAGE

YOU MUST HAVE AN IMSA ID NUMBER TO SIGN UP FOR CLASSES

- ▶ Click [here](#) to search IMSA for your account information
 - ▶ If your account is found – record your account ID number
 - ▶ Click the “Sign In” button
 - ▶ Enter your password
 - ▶ If you forgot it, click the link on the line that reads, “If you don’t remember your password, click here to reset your password.”
 - ▶ After resetting your password, check to see if you can now log into your account.
 - ▶ While inside your account, make sure your information is current and correct!
 - ▶ If your account is NOT found – click the link on the line that reads, “If you can’t find your record, click here to Create a New Account.” Make sure you can access your account after creating it.
 - ▶ Most importantly, once you have set up your account, make sure you enter your email address correctly. In case you need to reset your password, this is the email used for resetting.

IMPORTANT STEP – Verify Access to your account!

- ▶ Do not skip this step. Your ID number is your ticket to accessing the exam. You must verify that you can access your account before registering for the class and before taking the exam.
- ▶ At test time, you will access your account and follow the links to the exam. Do not wait for the last minute to verify your access. We don't have time to fix the problem at test time.

Current Valid Flagger Certification Needed

- ▶ You must hold a current valid flagger certification from one of these sources:
 - ▶ IMSA Work Zone Temporary Traffic Control Technician
 - ▶ ATSSA and state DOT issued
 - ▶ Traffic Control Supervisor Certification
- ▶ Provide a photocopy of your certification when you register for classes and exams.
 - ▶ If your flagger cert doesn't have your photo on the card, then also provide a photocopy of your state issued driver license
 - ▶ Scan and email your cards to imsa.nw.section@gmail.com

How to register for classes and exams

- ▶ Send an email to: imsa.nw.section@gmail.com with this information:
 - ▶ The Course Number (Pxxxx)
 - ▶ IMSA ID Number
 - ▶ First and Last Name
 - ▶ Indicate which you are signing up for:
 - ▶ Full Course with exam -- \$565 non-members, \$465 members
 - ▶ Exam only -- \$165
 - ▶ Full Course without exam -- \$300 non-members, \$200 members (continuing education points)
 - ▶ Verified IMSA members will received a discount on the Course, but not the exam.
 - ▶ Repeat this step when registering multiple employees from the same agency
 - ▶ Contact person who will pay the invoice: (We will send an invoice to this person)
 - ▶ Name
 - ▶ Phone number
 - ▶ Mailing Address
 - ▶ Email Address
 - ▶ Invoices can be paid by credit card (3% fee) or by check (no fee)

Exam Rules

- ▶ All exams are proctored by the classroom moderator
- ▶ Failing an exam following class entitles the student to one reduced cost retake (\$40)
- ▶ Failing a retake requires full price to subsequent exam challenges (\$165)
- ▶ Exams taken without benefit of a class are called, “Challenge Exams” and require full price payment (\$165)
- ▶ Retakes and challenge exams are subject to 10 business days for application processing

Exam Results

- ▶ Exams are now 100% online
- ▶ Exams can be taken using a computer proctor (Integrity Advocate) or a live in classroom proctor (Brightspace)
- ▶ Exams use video monitoring to check test takers for cheating indicators. Ques from the software must be checked before validating exams.
- ▶ After validating exams, they are scored and reported to the IMSA section.
- ▶ Generally, the pass / fail results are shared with students within 24 hours after the exams are validated
- ▶ There are two ways to fail the exam: score below the minimum passing mark and failure to pass the integrity monitor validation