

## Prometric BULK SCHEDULING FLOW



1. The Requestor to email [globalregistrations@prometric.com](mailto:globalregistrations@prometric.com) the following documents:
  - a. Candidate Information Template (“CIT”) to identify candidates for test registration and scheduling via bulk registration. You need to provide Prometric the CIT with complete candidate information for all candidates at least 14 calendar days in advance of the requested and reserved appointment date range and time.
  - b. Prometric team will send you the PERSONAL DATA PRIVACY DISCLOSURE & CONSENT. The requestor will need to distribute this consent to each candidate requesting the test appointment via Prometric Bulk registrations. Prometric team will also share “**the Certification of Distribution of PERSONAL DATA PRIVACY DISCLOSURE & CONSENT**”. The requestor would need to sign and send the privacy notice, in addition to the Candidate Information Template (“CIT”) at least 14 calendar days in advance of the requested and reserved appointment date and time.
2. Payment: There are the following options for payment
  - a. One credit card to pay for all candidates. The requestor is to share the credit card details in an encrypted excel sheet.
  - b. Several credit cards for each candidate. The requestor is to include the credit card details in the Candidate Information template and encrypt the file.
3. Prometric Bulk registration team will complete booking the appointments within 5 working days.
4. Once appointments are confirmed, Prometric will share a spreadsheet containing the candidates’ confirmed date, time, location, and confirmation numbers. If the requestor has included the email addresses of the candidates in the Candidate Information Template, candidates will also receive a confirmation email with their exam details.

**Note:**

- Bulk Registration does not handle reschedules or cancellations of appointments.

