



Certified Employee Benefit Specialist® Program



How-To Guide— Accessing and Taking Your CEBS® Exam

All CEBS exams are hosted on the International Foundation of Employee Benefit Plans website at www.ifebp.org. We recommend printing and/or downloading the How-To Guide to have as a quick reference for when you take your exam.

- Have your government-issued photo identification (ID) card available.
- If necessary, a blank piece of paper, pencil and a nonprogrammable calculator may be used for your exam. Otherwise, your workspace should be clear.
- Close any additional browser windows that are not required as part of the exam-taking process.
- Make sure you have a strong internet connection, microphone and camera.
- Unplug any additional monitors prior to enabling the exam monitoring software.
- If you are taking your exam on a laptop, make sure your battery is fully charged or you are able to plug in your device.

To access the exam, complete the following steps.

- 1) Open your Chrome browser and go to www.ifebp.org.
- 2) Click the **Login** button in the upper right corner of the screen. Log in using your International Foundation username and password. Once logged in, open the **My Account** drop-down and select **My Learning**.

Step-by-step instructions on how to complete the virtual exam monitoring software and start your exam follow on page 2.

For assistance, please contact the CEBS Customer Service team by email at cebs@ifebp.org or cancebs@ifebp.org or by phone at (888) 334-3327, Monday through Friday, 8:00 a.m.-5:00 p.m. CST

Virtual Monitoring Software Setup— Step-by-Step Instructions

- 1) Open the **My Learning** area of the International Foundation website.
- 2) Click on the **CEBS Exam** in your learning center.
 - a. Click on the **title** or **Launch** to open the activity.
 - b. Review the instructions on the screen for moving forward.
- 3) Read the CEBS exam information and expectations.
 - a. When you are ready, click the **Start** button at the bottom of the screen.
- 4) The Virtual Exam Monitoring Software (Integrity Advocate) will launch. You must complete all steps in the process to access and complete your CEBS exam.
 - a. Click the green arrow to move through the step-by-step process.
 - b. Read and accept the rules.
 - c. Allow camera access and take a photo of yourself.
 - d. Submit a photo of your government-issued identification. You will have three attempts available.
 - i. Click the **Begin Taking Photo** button. It will auto capture the ID.
 - ii. OR take a photo manually by clicking the round black button at the bottom of the screen.
 - iii. OR manually submit a photo by clicking the **Use this photo** feature.
 - e. If you choose to skip the photo ID submission, you will receive an email that will require you to submit an ID prior to an exam result being released.
- 5) Review the Exam Monitoring Software rules and expectations.
 - a. Multiple clicks of the green button will be required.
 - b. Exiting out of the setup at any time prior to the completion of the setup will **not** result in an exam attempt being used.
- 6) Screen sharing is required. You will be prompted to share your entire screen.
- 7) You will now be prompted to begin the exam. The timer will start at this time and be visible on the screen.

If you have any questions regarding any step in the process, please reach out to the CEBS Customer Service team, Monday through Friday, 8:00 a.m.-5:00 p.m. CST.