



# New Mexico Commission for Deaf & Hard of Hearing

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## Step by Step Guide for CASLI Testing Registration

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### For more information contact:

[nmcdhh.info@cdhh.nm.gov](mailto:nmcdhh.info@cdhh.nm.gov)

505.383.6530 Voice/TTY

505.435.9319 Videophone for Sign Language Users

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NMCDHH frequently receives questions about the process for taking certification exams recognized by the Registry of Interpreters for the Deaf (RID) through the Center for the Assessment of Sign Language Interpretation (CASLI). We hope this fact sheet is helpful. Feel free to contact us if you have further questions.

### **Registering for a CES Account**

You must first create a CASLI Exam System (CES) account before you can register for any exams. The CES account will require an RID member number. To create an account please visit <https://casli.app/Account/SignIn>. The email address you register with must match the address RID has on file. CASLI will send an email with a link to verify your account which will also take you through the process of setting up your profile. CASLI recommends using Chrome for this to make sure all features are accessible.

### **Purchasing or Transferring an Exam**

Once you have created your CES account you will be able to purchase and register for exams. When logged into your CES account, exam options will appear under the “Candidate” tab on the left-hand side. Here you can see exams you have already purchased and/or taken under “My Exams.” Beneath that tab is the “Purchase Exam” tab. Click this tab and search for the exam you would like to purchase. A list of the available exams and associated fees can be found here: [Payment Information – Center for Assessment of Sign Language Interpreters \(casli.org\)](http://casli.org)

Please note that to take any exams for Deaf Interpreters you must provide an audiogram that shows a hearing loss of at least 65 decibels in one or both ears. This audiogram can be emailed to [testing@CASLI.org](mailto:testing@CASLI.org) or uploaded directly to your RID member account.

Any new exam purchases must be made through your CES account; however, interpreters used to be able to purchase the NIC or CDI exams through the RID member portal. If you previously purchased an exam through RID that you have not yet taken, it must be moved to your CASLI account before you can register for an exam date. You can request an exam transfer by completing an [Exam Request Form \(jotform.com\)](http://jotform.com). You must have your CES account already verified before submitting the request.

Once an exam is purchased or transferred from your RID account you will have one year to take the exam. After one year the exam fees will be forfeited and you must again purchase the exam.

## **Registering for an Exam Date**

After your exam has been purchased or transferred you will receive a confirmation email with next steps to schedule your testing date. Your confirmation email will also include a proctor token (a string of letters and numbers that will identify you with the exam you will take). You must have this proctor token and a government-issued picture ID to enter the testing center on the day of your exam.

If you are registering for a knowledge exam the email will come from Measure Learning (formerly ScanTron). You can find a list of Measure Learning testing sites at [Test Site Cities | Measure Learning](#).

If you are registering for a performance exam the email will come from the CASLI system. To find a Local Test Administrator (LTA) you will need to be logged into your CES account and can find the list at [Test Sites – Center for Assessment of Sign Language Interpreters \(casli.org\)](#). In light of the COVID-19 pandemic CASLI has implemented a color code system with green signifying LTAs that are currently open for testing.