



AJA Certification Application and Exam Instructions

(Updated 2/19/2019)

CHECK LIST: The Application - All forms are available on www.aja.org

The system will only accept credit card payments. If your agency is paying for your certification via P.O. or agency check, you must mail the payment and information to AJA prior to beginning the online testing process. See the **handbooks** for pricing and mailing address.

- You will need to scan your (application and job description for CJO) and (application AND all supporting documentation for CJM) **into ONE pdf** document that will need uploaded later in the process. Scan and save on your computer's desktop for ease.
- After your application is received, **the verification process will take 3-5 business days for CJO and 2-3 weeks for CJM/CJS.** Check your email regularly for confirmation. Once the application is verified, you may go into Certifior to schedule your examination.

CHECK LIST: Before taking the exam

- o Your computer **requires** a camera, microphone, and a sufficient Internet Connection (specifically, upload speed) to take exams using the Remote Proctor Now (RPNOW) system, as well as a MAC, running 10.6 or higher, or a PC, running Windows XP or higher (be sure to install any Windows Updates).
- o Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge are preferred browsers. If you use a different browser, you may be notified and asked to use a supported one.
- o **Before you start, do not have any other applications open on your computer. If other applications are open during your examination, it will be flagged for suspicious activity and you will receive an automatic failing grade. In addition, no electronics should be on during the exam (ie. Television, radio, etc.)**

An updated version of Adobe Flash is also required, and can be installed from <http://get2.adobe.com/flashplayer/> (Note: You can uncheck to install Google Chrome, this is not required). **If at any time you run into technical issues with your computer, please contact Software Secure for assistance at 1-844-224-9761.**

- You will need to show a government issued photo id prior to taking the exam (i.e. driver's license). Follow the prompts.
- Once your application is approved and before you click the link to the examination, make sure you have at least two-three hours to commit, as the clock will start counting down.

SET UP INSTRUCTIONS:

1. Go to aja.certifior.com and *Create an Account*.

The logo for the American Jail Association features a stylized American flag on the left, with the words "AMERICAN JAIL ASSOCIATION" in blue and red text to the right.

Welcome to Certifior! At this site you can register for any programs and keep track of your status.

Login

Username:

Password:

[Sign In](#)

[Create an Account](#)

[I forgot my password](#)

Create/Edit Profile

Prefix:

First name:

Middle name:

Last name:

Job title:

Company:

Include contact information in published certificant list [?](#)

Email:

Use email as username

Address:

Phone:

Birthdate:



Username:

New password:

Feedback

Roles

- Workspace Admin
- Candidate
- Written Site Admin
- Practical Site Admin
- Purchasing or scheduling programs
- Proctor

Password Requirements:

- At least 2 types of characters

2. After you have typed in your information and clicked **“Submit”**, an email is sent to you to verify your email address. Open your email and click on the link [CLICK HERE TO VERIFY YOUR EMAIL](#)

Thisisatest Thisisatest,

Please verify your email address by clicking on the link below.

[CLICK HERE TO VERIFY YOUR EMAIL](#)

Your email verification is required in order for you to receive time critical information regarding the certification process.

Email verification lets us know that the email address entered is valid and that we can use it to send confidential information about your certifications. Assessment Systems takes every precaution to keep your personal information private and confidential. Information is not sold or used for purposes other than certification-related communication.

If the link above is not active click the link below:

<https://aja.certifior.com/cert/pr?app=9999&action=25&pkey=Lq770/dcexU=>

(TXTMzM)edgVNSak)



My Programs

Welcome to Certifior!

You are not registered for any programs.

[Click here to register](#)

3. Check the box beside the certification you are applying. **Ignore the automatic pricing. It will adjust when you type in the key code in step 4. Click “Next”.**

Registration

1	2	3	4
CHOOSE PROGRAMS	CHOOSE CANDIDATES	SCHEDULE TESTS	CONFIRM
<input type="checkbox"/> Certified Jail Manager Exam Criteria \$599.00 Details		<input checked="" type="checkbox"/> Certified Jail Officer Exam Criteria \$245.00 Details	

[Next >](#) [Reset Order](#)

- Type in the proper key code in the field that says “Enter a keycode or voucher code” found below the gray box to adjust the pricing applicable to you and click “Apply”.

Test registration fees are non-refundable

Key Codes:

CJM (Certified Jail Manager)

CJM Leadership Academy Grad

AJA Member

AJA Nonmember

CJM Recertification By Exam

CJO (Certified Jail Officer)

Leadership Academy Grad

AJA Member Remote Proctor

AJA Nonmember Remote Proctor

Recertification by Exam

- The applicable rate will now appear. From here, enter your credit card information and click “Purchase”

Registration



CHOOSE PROGRAMS



SCHEDULE TESTS

Order Total: \$245.00

Certified Jail Officer Exam Criteria	\$245.00
Total	\$245.00

Card Number

Card Type



Exp Month

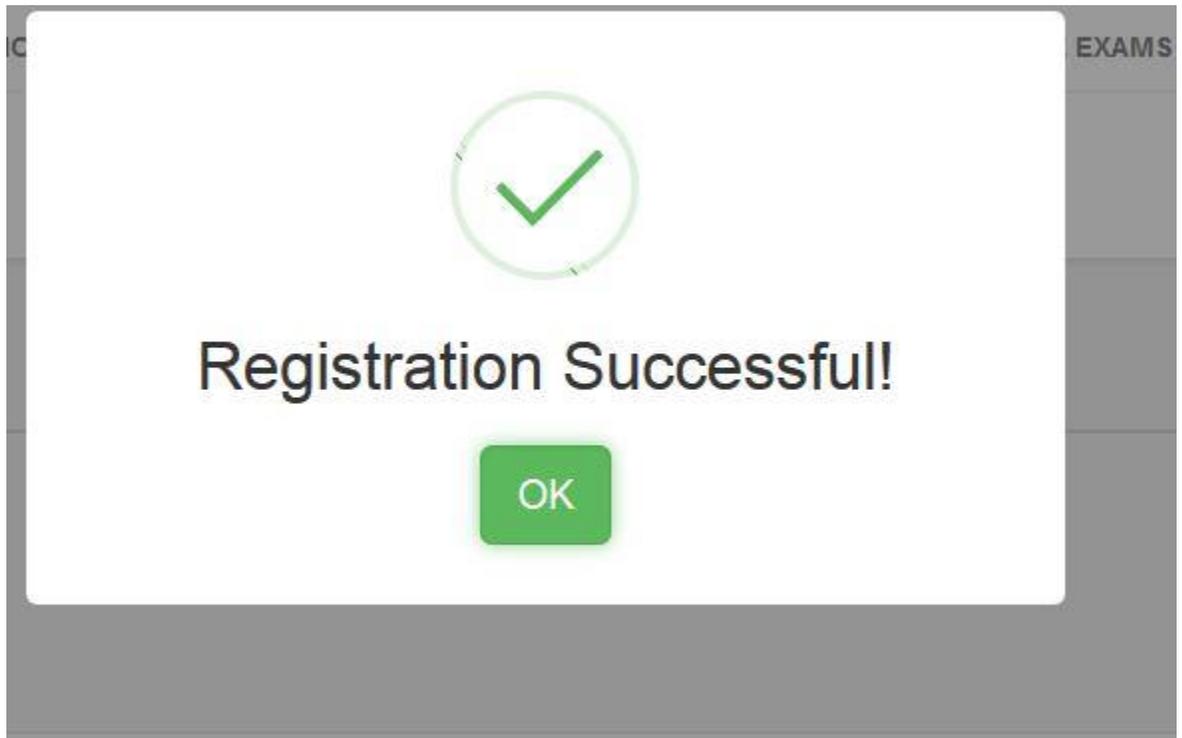
Exp Year

CVV*

The Card Verification Value (CVV) is an extra code printed on the back of your debit or credit card.
Your credit card will be billed by American Jail Association - AJA
Test registration fees are non-refundable

Purchaser: Testing Testing
Billing Address:
123 Happy Lane
Hagerstown, MD, US 21740

6. The **Registration Successful** pop up window should appear. Click **“OK”**



7. **It will take you to your record.** Now you are ready to upload the application and documents that you scanned into a pdf.

Click the **“Choose File”** and upload your application. It will take a few seconds to upload. When it is done, click **“Submit.”**

Certified Jail Officer Exam Criteria - Thisisatest Thisisatest (ZHQ046506)

Your program is In progress.
1 of 3 Completed

Complete all tabs with icon.

Requirements	Status
Payment	
Certified Jail Officer (Member) application and Job Description	
CJO Exam	

Use this application if you are a member of AJA.
To be eligible to take the CJO exam, candidates must have a minimum of ONE YEAR paid jail officer experience and the application must be signed by a supervisor.
Please upload your **CJO application and job description** together in ONE PDF. Once your application has been reviewed, you'll receive notification and further instructions.

Upload pdf
 File type must be .pdf

8. At this time, you can exit out of **Certifior**. **AJA** will need to review your application per the timeframe listed above. Once approved, you will receive an email.

Certified Jail Officer Exam Criteria - [Thisisatest Thisisatest \(ZHQ046506\)](#)

Your program is **Waiting verification**. You will be notified when it has been verified. Other requirements may still be able to be worked on if they haven't been disabled from use.
1 of 3 Completed

Complete all tabs with  icon.

Requirements

Status

Payment 

Certified Jail Officer (Member) application and Job Description 

CJO Exam 

[Use this application if you are a member of AJA](#)

To be eligible to take the CJO exam, candidates must have a minimum of ONE YEAR paid jail officer experience and the application must be signed by a supervisor.

Please upload your **CJO application and job description together** in **ONE** PDF. Once your application has been reviewed, you'll receive notification and further instructions.

Upload pdf

 StatisticsByLocationReport- Riverside.pdf

Waiting Verification

9. Check your email for the below message applicable to the examination you are taking. Click on the aja.certifior.com link. Log into your account with your username and password.

Congratulations! Your CJO application and job description have been approved. Please login to aja.certifior.com with your username and password, click on the "Program Status" tab, and click on "AJA Certified Jail Officer Examination" just below the Requirements to schedule your exam. (See example below)

Click the blue **"Schedule Test"**.

Certified Jail Officer Exam Criteria - [Thisisatest Thisisatest \(ZHQ046506\)](#)

Your program is **In progress**.
2 of 3 Completed

Complete all tabs with  icon.

Requirements

Status

Payment 

Certified Jail Officer (Member) application and Job Description 

CJO Exam 

[Schedule Test](#)

This requirement hasn't been scheduled. Please click on the schedule button to start scheduling process.

10. The **Select Site/Location** pop up window will appear. Choose **“Test from Your Location”** and click on it.

Select Site/Location

1135 PROFESSIONAL COURT, HAGERSTOWN, MD 21740

Note: sites are listed from closest to farthest for the address above.

Electronic Paper

Test from Your Location – Proctored by Webcam * Requires webcam	111 Cheshire Lane Minnetonka, MN, 55305
American Jail Association	1135 Professional Court Hagerstown, MD, 21740
American Jail Association	1135 Professional Court Hagerstown, MD, 21740
Riverside Regional Jail	500 Folar Trail North Prince George, VA, 23860
Farmville Detention Center	508 Waterworks Rd Farmville, VA, 23901

11. Your name should appear in the **Candidate** section. Click **“Next”**

Registration

1 SCHEDULE TESTS 2 CONFIRM

Written/Conventional requirements

Tests	Date/Time	Location	Delivery Type	Action
CJO Exam		Test from Your Location – Proctored by Webcam @111 Cheshire Lane, Minnet...	Electronic	Cancel

Note: Charges may apply if scheduling at a later date.

Candidates:
Testing Testing (SPB278889)

12. Here is the *Registration Summary* page. Click **“Confirm”**
Do not enter anything here.

Registration

✓
SCHEDULE TESTS

2
CONFIRM

Registration Summary

Registering for: Testing Testing (GPB278889) ✖

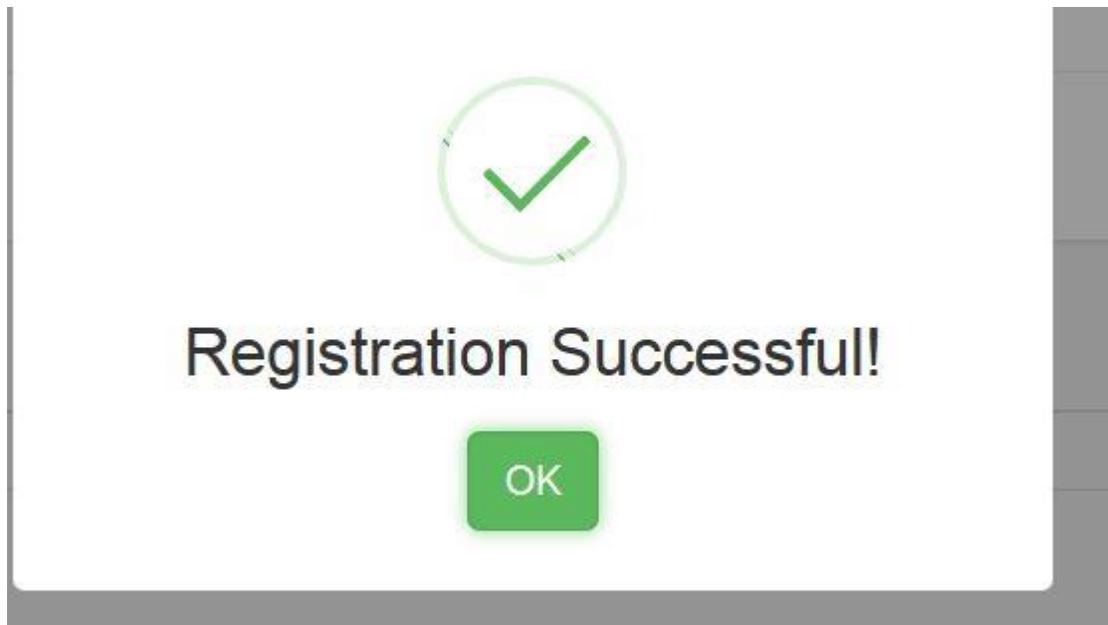
Certified Jail Officer Exam Criteria

Enter a keycode or voucher code Apply

[← Back](#) [Confirm](#)

Purchaser: Kendra Thompson
Billing Address:
1135 PROFESSIONAL COURT
HAGERSTOWN, MD, US 21740

13. Click **“OK”**



14. Read the *EXAM CONFIRMATION* Instructions before doing anything else. It will explain what you will need to proceed with the exam.

Certified Jail Officer Exam Criteria - Thisisatest Thisisatest (ZHQ046506)

Your program is **In progress**.
2 of 3 Completed

Complete all tabs with  icon.

Requirements

Status

Payment



Certified Jail Officer (Member) application and Job Description



CJO Exam



[Change Appointment Request](#)

Please read and follow all the instructions in this email carefully.

EXAM CONFIRMATION

VERIFY THAT THE INFORMATION IN THIS CONFIRMATION IS CORRECT.

Your contact information is:

Candidate ID: ZHQ046506
First Name: Thisisatest
Middle Name:
Last Name: Thisisatest
Suffix:
Company:
Email: certification@aja.org
Address: 1135 Professional Court
City: hagerstown, MD 21740
Phone:

Write down the EXAM CODE for future use if you are not planning to take the examination at this time. You may log in and take the exam later. Otherwise, click on the URL link. **NOTE: Once you click the URL link, you will be entering the exam and the clock counts down.**

Exam Name	Exam Time	Status
CJO Exam	180	CONFIRMED

Exam Code	URL
BS-260-601-124	http://4roi.remoteproctor.com

15. The screen will ask you to download the software. It will check your computer to make sure you have a camera, microphone, and the proper bandwidth. Be sure you have your photo id and **follow the prompts**.



Please Click the "Download Software" Button Below to Get Started

 Download Software

Helpful Hints

 You are using Windows 8+ which can block this application from starting [read more](#).

- ✓ Unplug 2nd monitor and close any unnecessary programs before proceeding
- ✓ A recent Flash update may ask you to constantly install, to avoid this issue [read more](#)
- ✓ Make sure your computer meets our [system requirements](#)
- ✓ If you have any questions, view our [support page](#).

By installing the software, you agree to the terms and conditions.



REMOTE PROCTOR NOW INSTRUCTIONS:

Please follow the steps below to take your exam.

1. Enter the Exam Code provided by your organization.
2. Flash - If you do not have flash, you will be prompted to install. Once the flash dialog box appears, you must choose allow and remember. You will need to check these settings only once.
3. Follow the interview steps.
4. If needed, log into your Course Management System.
5. Navigate to your exam and begin taking the test.

NOTE: If you have problems locating or accessing your exam, contact your organization.

Continue to display this message.

Next

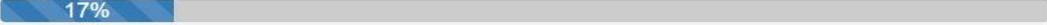
Microphone Check

Please speak clearly into your microphone

We are checking your microphone activity to ensure your device's microphone is active and not muted.



17%



16. Enter the Exam Code and click “Validate”



Please fill out the Exam Code as provided to you.

Exam Code

17. Read all instructions and click “Next”.



Please fill out the Exam Code as provided to you.

Exam Code

Exam Information

Your exam name

Duration:

*****PRE-EXAM ADVISORY*****

The RPNOW system records the following throughout your entire exam experience:

- Desktop (includes any applications or websites you open)
- Webcam (any activity in the room)
- Microphone (any sounds in the room)

In addition...

- You ***must*** provide a clear photo of your ID
- And unless otherwise stated by your instructor, you must ***not*** browse the web or your local computer

Please follow your exam rules to avoid possible sanctions!

NOTE: After completing your exam, you must close the RPNOW software to end the recording!

Next

Have your photo ID handy.

ID Photo Instructions

Please position your ID in the center of the frame, then click the 'Take ID Photo' button. Verify that your ID photo is readable.

Warning: Please do not provide a military ID during this step as federal law prohibits the copying of such ID's.



Take ID Photo

The system will require you to do a complete scan of your workspace and the room.

IMPORTANT: Do not have any other applications open on your computer AND do not have any electronic equipment on during the exam (i.e. television, radio, etc....) The Remote Proctor will flag your exam and automatically fail you if any electronics are on!

Helpful Hints: Use the restroom, have a drink/food near you, and settle in. Do not leave the computer during the exam.

If you run into any technical issues, you can contact **Software Secure at 1-844-224-9761**. For any non-technical questions, please contact Kendra Thompson, Certification Manager at 301-857-2323 or email kendrat@aja.org

Your results are emailed within 7-10 business days. If you have passed, a letter, certificate and certification pin is mailed within 3-4 weeks to the home address provided on your application.

Good Luck!