Registering for and Completing the Certification Final Exam for Certified Payroll Representatives and Procure to Pay Specialist in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “final”.
3. Next, in the Starting field, click the drop down and select “Any Date”.
4. Click Search.

5. Scroll through the results to find the Certification Final Exam for Certified Payroll Representatives and Procure to Pay Specialist course. Select the offering for the desired date.

6. Click Register.
7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

8. Click the **View Details** button.

   ![Certification Final Exam for Certified Payroll Representative and Procure t... (00042736)](image)
   
   - **Session Information:** 01/15/2014 - 01/15/2014 - Wed (8:30A-11:30A) 03:00 hours
   - **Location:** 406 Oregon St., Room 112
   - **Status:** Confirmed (Registration Date: 01/03/2014)
9. Read the course description. Note the no show fee policy statement.

![Certification Final Exam for Certified Payroll Representative and Procure to Pay Specialist](image)

TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

**Delivery Type**  
Instructor-Led

**Description**  
A Certification Exam will be offered twice per month and an 80% passing grade is required to attain certification upon completion of the Certified Payroll Representative or the Procure to Pay Specialist program coursework. This test will be held in a designated computer lab and will be open to all certification tracks (each certification track will have a different exam relevant to that track). Failure to pass will result in review by the Curriculum Leader for the applicable certification track. A participant’s area of deficiency will be identified from the exam results and specific classes may need to be completed before retaking the final exam; participants who do not successfully complete the final exam will not be required to retake all courses in the curriculum.

**Completion Status**  
Not Evaluated

**Score**  
0

### Learning Assignments

<table>
<thead>
<tr>
<th>Module</th>
<th>Assignment Type</th>
<th>Requirement</th>
<th>Details</th>
<th>Completion Status</th>
<th>Actions</th>
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10. Click the View All Sessions button.

![Session Detail: Certification Final Exam for Certified Payroll Representative and Procure to Pay Specialist](image)

**Session Name**  
Session 1

**Date**  
01/15/2014

**Start**  
8:30 AM

**End**  
11:30 AM

**Instructor and Room**  
1- Instructor: KRISTIN BUREL, GWENDOLYN HALL-DIFABIO

Note: All times are in (GMT-5:00) Eastern Time (US & Canada).

11. Note the start and end time and Instructor. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.