

New Process for Registering for the Graphic Sections of the L.A.R.E. (C & E)

All candidates registering for the graphic portions of the L.A.R.E. will now begin the exam registration process online with CLARB. In this new process, CLARB will assign a unique "Candidate ID" which will allow you to view your scores online and receive valuable exam-related information. This unique "Candidate ID" should be assigned by CLARB BEFORE you register with the Licensure Board.

For your convenience, we have provided step-by-step instructions below for starting the exam registration process on the CLARB website.

After you complete the steps below, you will be re-directed back to the Licensure Board's website to complete the graphic administration registration process. If you have questions or concerns about this "new" step in the graphic administration registration process, please contact CLARB's exam department via phone at 571-432-0332.

- 1) Go to www.clarb.org.
- 2) In the left navigation, click on "Examination (L.A.R.E.)."
- 3) In the left navigation, click on "Register for the Exam."
- 4) On the "Calendar of Events," locate and click on the graphic administration for which you wish to register. (This may require clicking on the ">>" button on the right side of the page, as the calendar only displays four months at a time.)
- 5) Enter your username and password to login.
 - a) If you do not remember your Username and Password, click on "Forgot Your Password" and your information will be mailed to the email address CLARB has on file for you.
 - b) If you do not have a Username and Password, click on "Sign Up as a New Contact" and follow the steps to create a Username and Password.
- 6) Again, on the "Calendar of Events" page, locate and click on the graphic administration for which you wish to register.
- 7) You must have – or you must create -- a unique "Candidate ID" in the CLARB database BEFORE you register with your Licensure Board for the graphic administration if you wish to view your graphic scores online when they are available 10-12 weeks following the graphic administration. This identification number is the only number used to link your exam scores to your record in the CLARB database.
 - a) If you already have a unique "Candidate ID" created, the unique "Candidate ID" field will be automatically populated with the last four letters of your last name and the last five digits of your Social Security/Social Insurance Number.
 - b) If you do not already have a unique "Candidate ID" created, the unique "Candidate ID" field needs to be populated. The first four letters of your last name will automatically be populated and you will need to enter the last five digits of your Social Security/Social Insurance Number (see example on the page).
- 8) Select the jurisdiction in which you wish to take the graphic administration. Click "Continue" to be re-directed back to the Licensure Board's website to complete the remainder of the exam registration process following your Licensure Board's specifications.