Certification Card Photo Instructions

You will be required to upload your current photo before taking exam(s).

Steps to upload your photo:

1. Click **MY ACCOUNT** tab
2. Click **OPEN AND EDIT MY INFORMATION**
3. Click the blue **UPDATE** button under the photo image
4. Click **UPDATE, REPLACE AND DELETE OPTIONS**
5. Click **BROWSE** and upload your photo
6. Click **UPDATE**

Photo Requirements:

- Submit a digital color photo of yourself from the shoulders up that clearly depicts your entire face (similar to a US Passport Photo). Your photo must be in focus and free from shadows which can obscure the image.
- Your photo must be taken against a solid, light-colored background such as a white or light medium grey wall with no pattern, writing, or any other visual distractions in the background.
- Face the camera directly, displaying a smile or neutral expression with both eyes open.
- Submit a current photo (no more than 6 months old) of yourself to reflect your current appearance.
- Prescription glasses are permitted but they cannot have a tint or reflection of any kind. Sunglasses, activated transitional lenses, or safety glasses are not permitted.

And please **DON'T do these things**...

- Don't submit a "picture of a picture." The clarity of the photo can be significantly compromised and does not translate well into a clear digital image.
- Do not wear head coverings such as hard hats, baseball caps, visors, helmets, bandanas, hoods, or scarves (unless verification for medical or religious purpose is provided). If you do not ordinarily wear a wig or toupee, do not wear one in the photo.
- Do not wear tinted eyewear (such as sunglasses, activated transitional lenses, or safety glasses).
- Earplugs, headphones, wireless hand-free devices, or other similar items worn on your head or in your ears are not permitted.
- Do not submit a group photo. You must be the only person in the picture.