

# HOW TO: Exam Retake Registration Process

CRMCA creates two ACI registration links each year for each ACI exam/training:

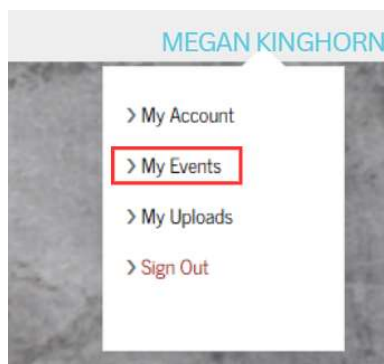
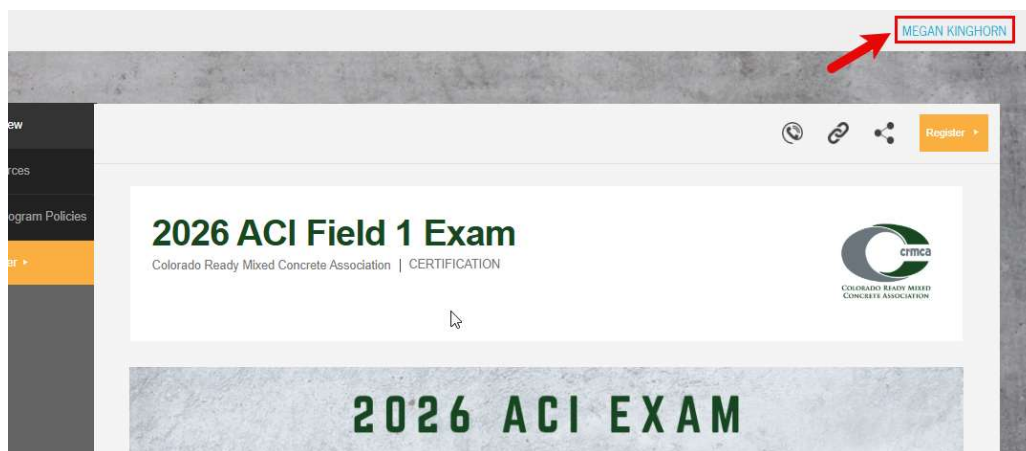
- One covering all sessions from **January through July**
- One covering all sessions from **August through December**

Once an individual is registered for a session within a given time period, any additional registrations for the same exam type during that same period (such as a retest) must be processed as a **modification to the existing registration**, rather than as a new registration.

Please note: Only the registered individual or the person who registered them for their first exam/training session will be able to access the existing registration in order to modify it to register them for another date.

To modify a registration in order to register an individual for a retest:

1. Return to the registration site for any ACI exam or training. [*This can be accessed by clicking any of the registration links on the ACI Certification page on the CRMCA website.*]
2. Click on your name in blue in the top right corner of the page and select **My Events**.



- Use the **My Events** dropdown to select the individual whose registration you wish to modify. [If you are returning to the registration site to adjust your own registration, you will not need to use this dropdown as the My Events page will always default to showing your own registration history.]

## MY PROFILE

You have an incomplete registration. Click to complete [2026 ACI Field 1 Exam](#)

The screenshot shows the 'MY EVENTS' section of a user profile. On the left is a navigation menu with options like 'EVENT REGISTRATIONS', 'EDUCATION CREDITS (ARCHIVED)', 'EVENT UPLOADS', 'SUB-ACCOUNTS', 'PROFILE', and 'SECURITY'. The main area displays a table of events. A dropdown menu is open, showing 'My Events' and 'Un-Archived Events'. A sub-menu titled 'REGISTRATIONS OF OTHERS' is visible, with a red arrow pointing to it. Another red arrow points to the 'My Events' dropdown itself.

- Click on the gold **Details** button on the row for the event, exam, or training you want to see.

## MY PROFILE

The screenshot shows the 'MY EVENTS' section with a table of events. The table has columns for 'Event Name', 'Registered', 'Begins', and 'Options'. Two rows are visible: '2026 ACI Field 1 Exam' and '2025 ACI Field 1 Exam: July - December'. The 'Options' column for the second row contains a gold 'Details' button and a red 'Archive' button. A red arrow points to the 'Details' button.

- Click on the the **Modify Registration Selections** link (if available) to access the registration form so you can register the individual for their retake exam.

## MY PROFILE

The screenshot shows the 'MY EVENTS' section with a modal window open. The modal displays 'CONFIRMATION NUMBER: [redacted]' and three columns: 'Registration Options', 'Printed Items', and 'Other Options'. Under 'Registration Options', there are links for 'View Event Website' and 'Modify Registration Selections'. Under 'Printed Items', there are links for 'Print My Itinerary' and 'Print Registration Receipt'. A red arrow points to the 'Modify Registration Selections' link. At the bottom of the modal is a 'CLOSE' button. Below the modal, the table from the previous screenshot is partially visible.

**\*\*Please note: This process does not allow you to make any changes to existing registrations such as changing dates or cancellations, those types of changes must be submitted in writing to [aci@coloradocaa.org](mailto:aci@coloradocaa.org) for CRMCA staff to process.**