



**Certified Professional
in Catering and Events**

NACE is now offering virtual exam proctoring for the CPCE exam. To take the CPCE exam with a virtual proctor, the candidate must agree to the following:

- Work with NACE staff to schedule the exam during business hours Eastern time that works for the NACE staff who will virtually proctor.
- Use one computer to do the following
 - Share a web cam and audio with the virtual proctor for the duration of the 2.5-hour exam that shows the candidate and their exam space.
 - Share their screen for the duration of the exam.
- Use only one screen/monitor during the exam.
- Only use a calculator, scratch paper and a pen or pencil. Smart phones are not allowed.
- Show a photo ID via web cam before the exam begins.

All other exam policies apply, including scheduling the exam at least 7 business days in advance using the Exam Scheduling Form. Please complete all the candidate information including the location and signature. The exam will be scheduled in the candidate's local time zone.