

## ITE REGISTRATION **PHASE 2:** Manage Program Registrations

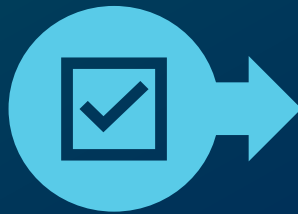
Owned by **Program Administrators** – begins after trainee prerequisites are completed.



Log Into  
Dashboard



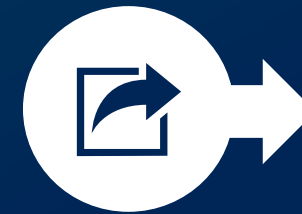
Manage Key  
Program  
Contacts



Verify Training  
Year, DOB, and  
Membership for All



Add Previous/New  
Examinees to  
Exam Roster



Submit Registrant  
List and Prepare  
for Exam Day



Invoicing/  
Payment in  
February

ITE Registration is a simple 2 phase process.  
Ensure your trainees complete their mandatory steps first so you can register them smoothly.