According to your University records, you are coded with a teacher certification language (Spanish, French, or German) major, second major, or minor. After you have been admitted to teacher education and before you will be permitted to student teach, you must take and pass the ACTFL Oral Proficiency Interview (OPIc) and Written Proficiency Test (iWPT). ACTFL is the American Council on Teaching of Foreign Languages. Their exam are administered by a subsidiary named Language Testing International (LTI).

Below are screen shots to guide you through the registration process. To register for the ACTFL and Proficiency tests, complete the steps below.

This is a two step process:

1) **Register with ACTFL's testing group and pay for the test ($140)**
2) **Pay the proctor fee to the UW La Crosse Test Center**
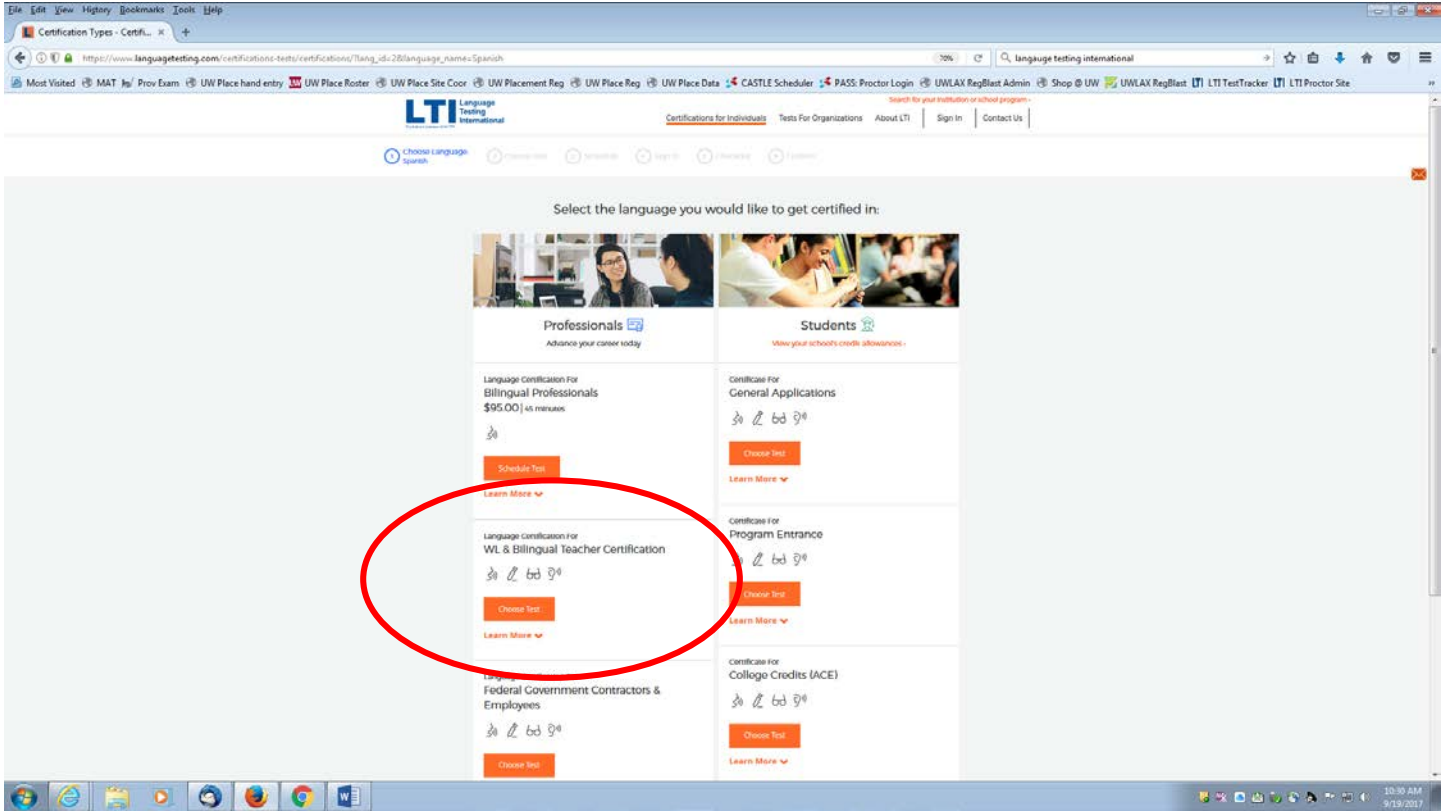
Go to the Language Testing International website.

https://www.languagetesting.com/

Choose the language you need from the drop down list.

Click the orange *Get Certified* button.

Click the orange *Choose Test* button under "Language Certification for WL & Bilingual Teacher Certification"
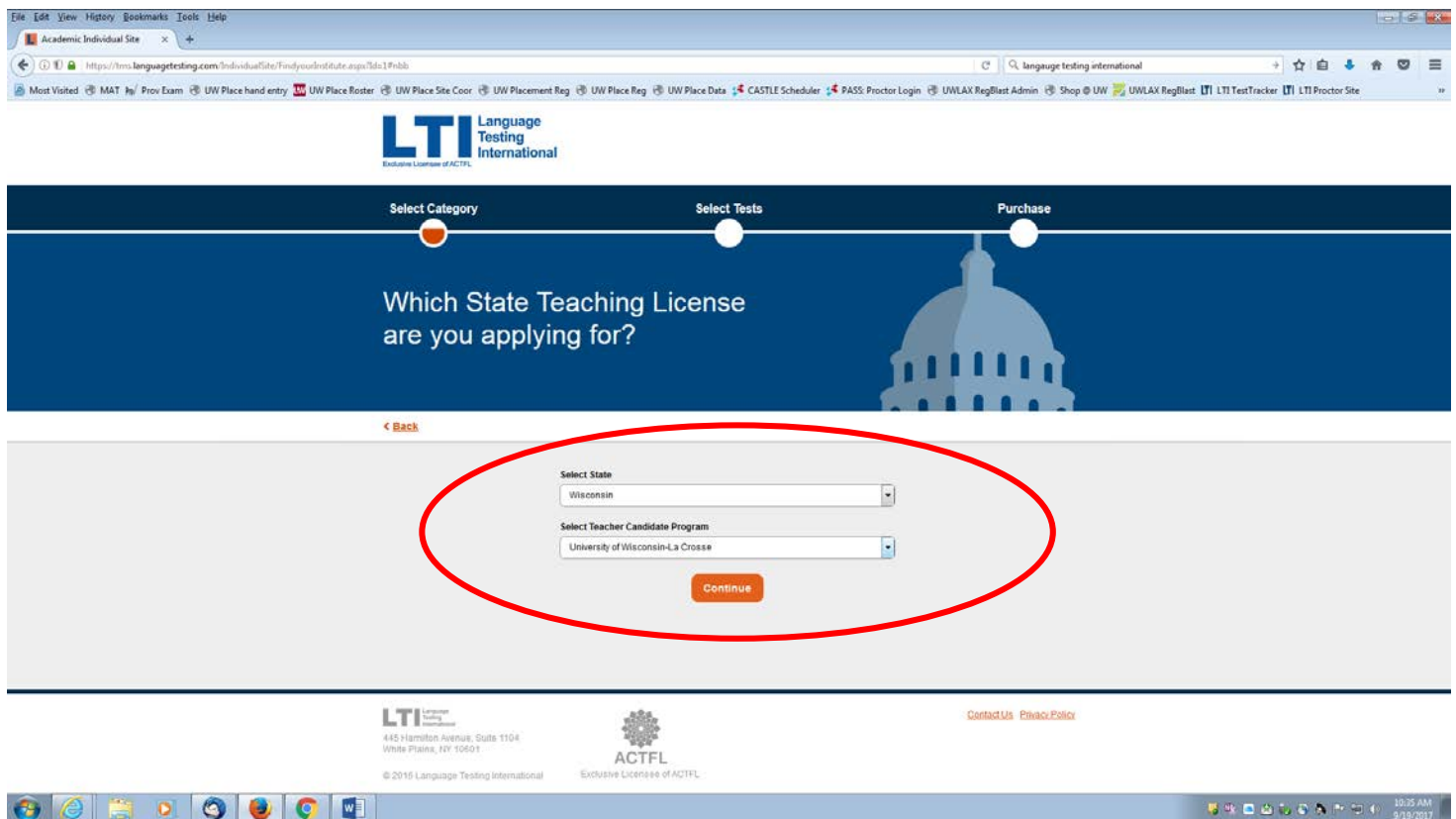

Click on the orange *Yes* button when if asked if you are testing for State Teacher Certification
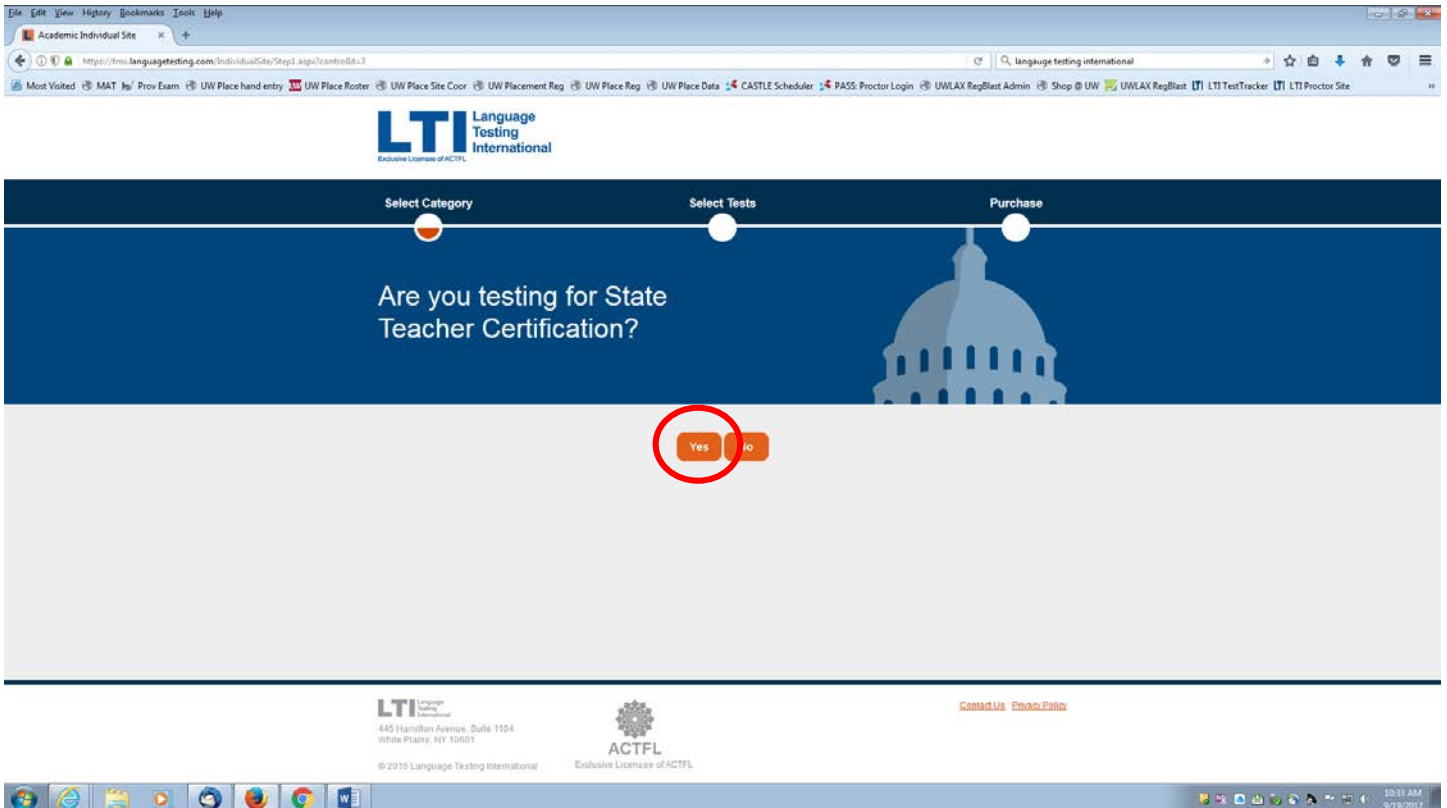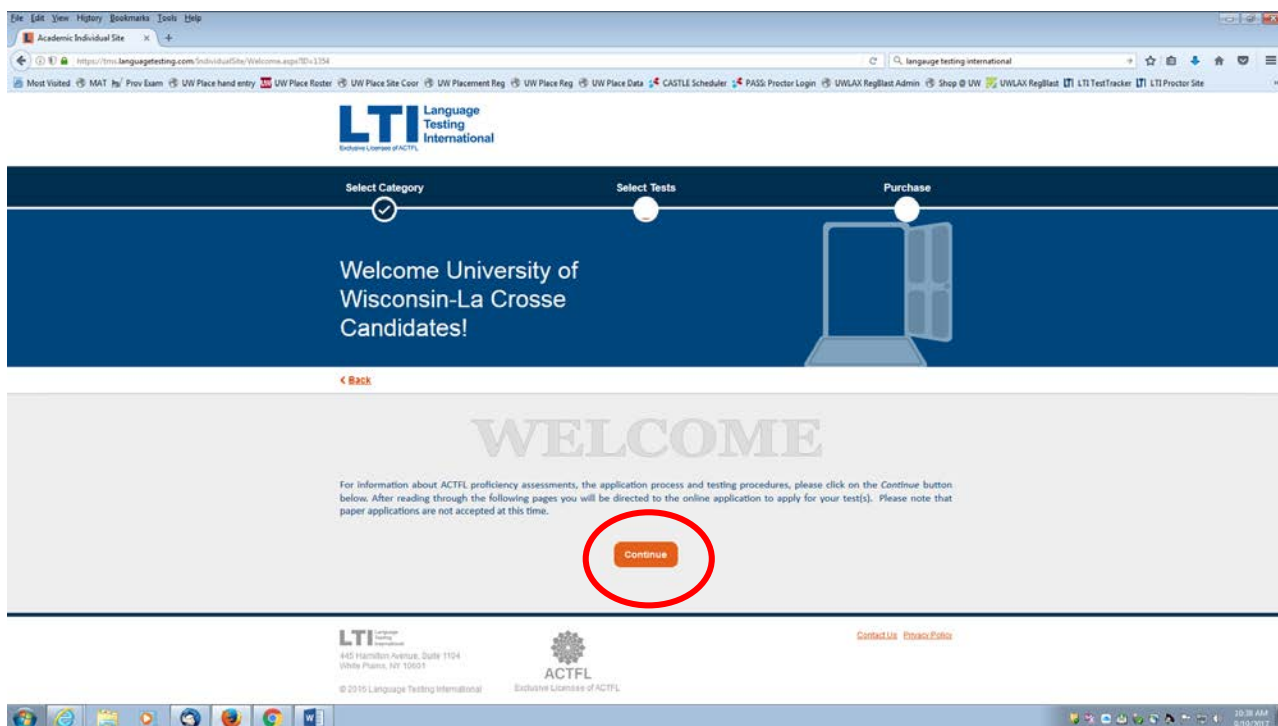
Choose "Wisconsin" under the *Select State* field.

Choose "University of Wisconsin-La Crosse" from the drop down list under *Select Teacher Candidate Program*.
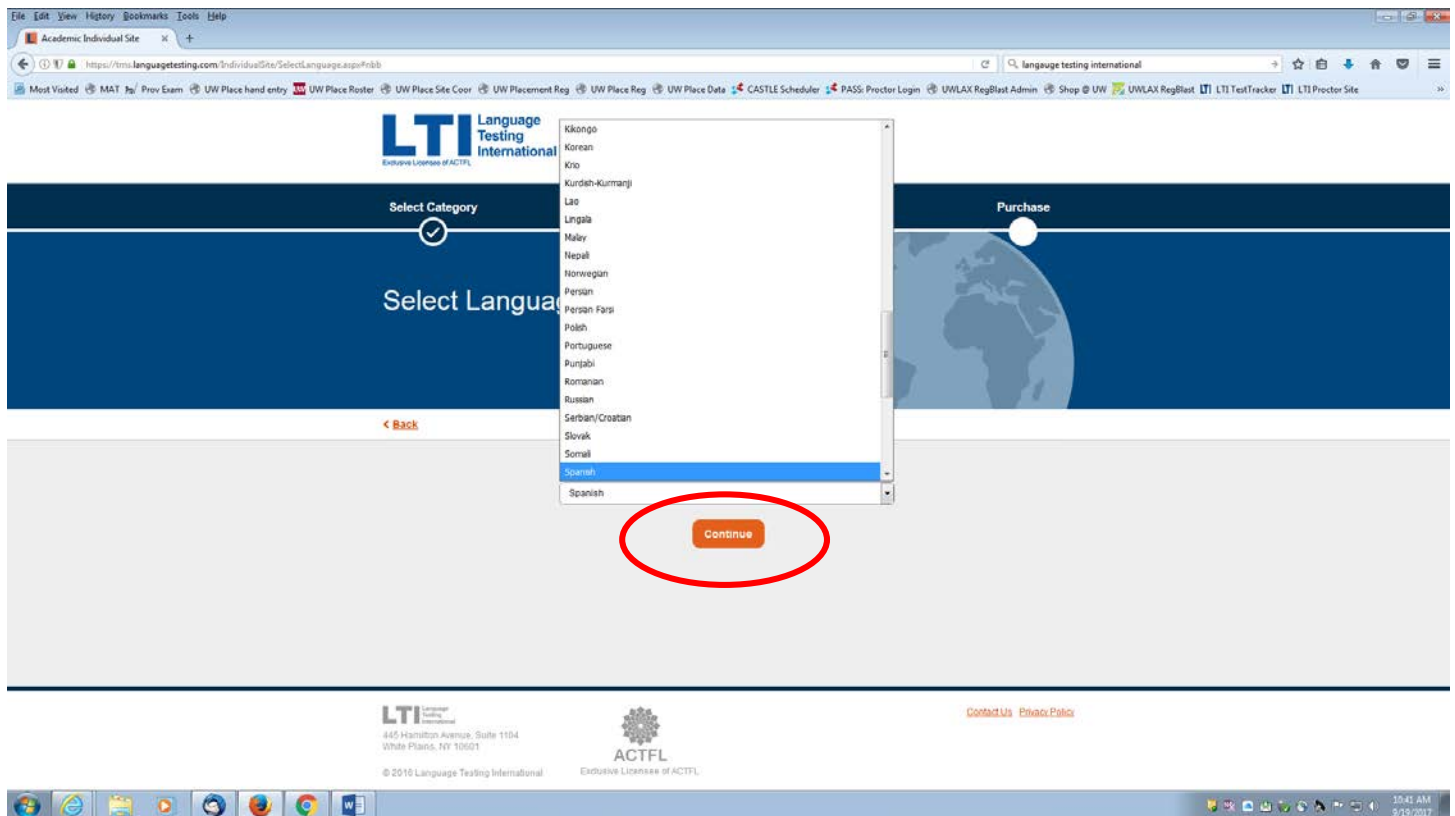
Click the orange *Continue* button.

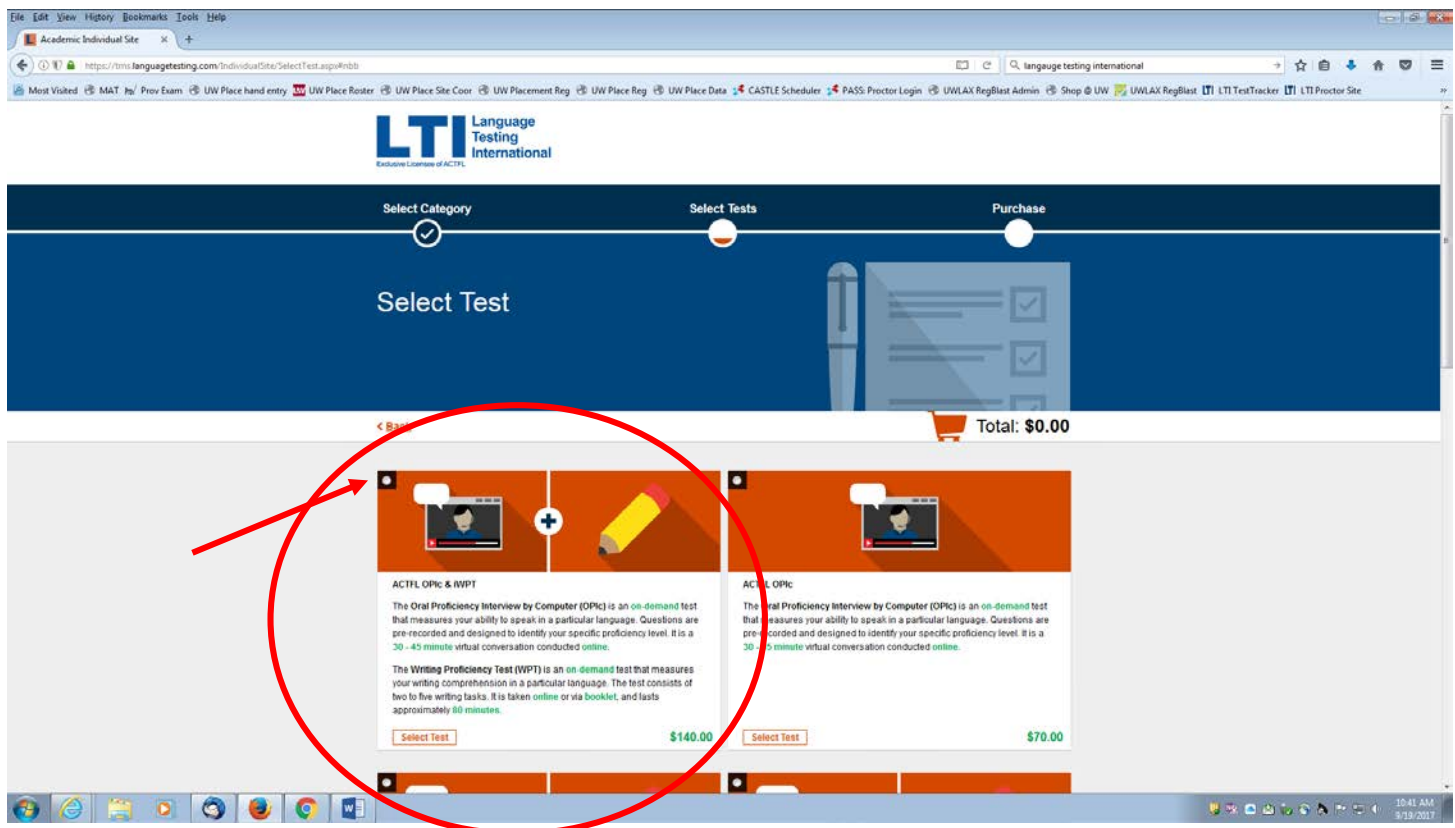Click the orange C*ontinue* button on the Welcome screen

Select the language you need from the drop down list and click the orange *Continue* button.
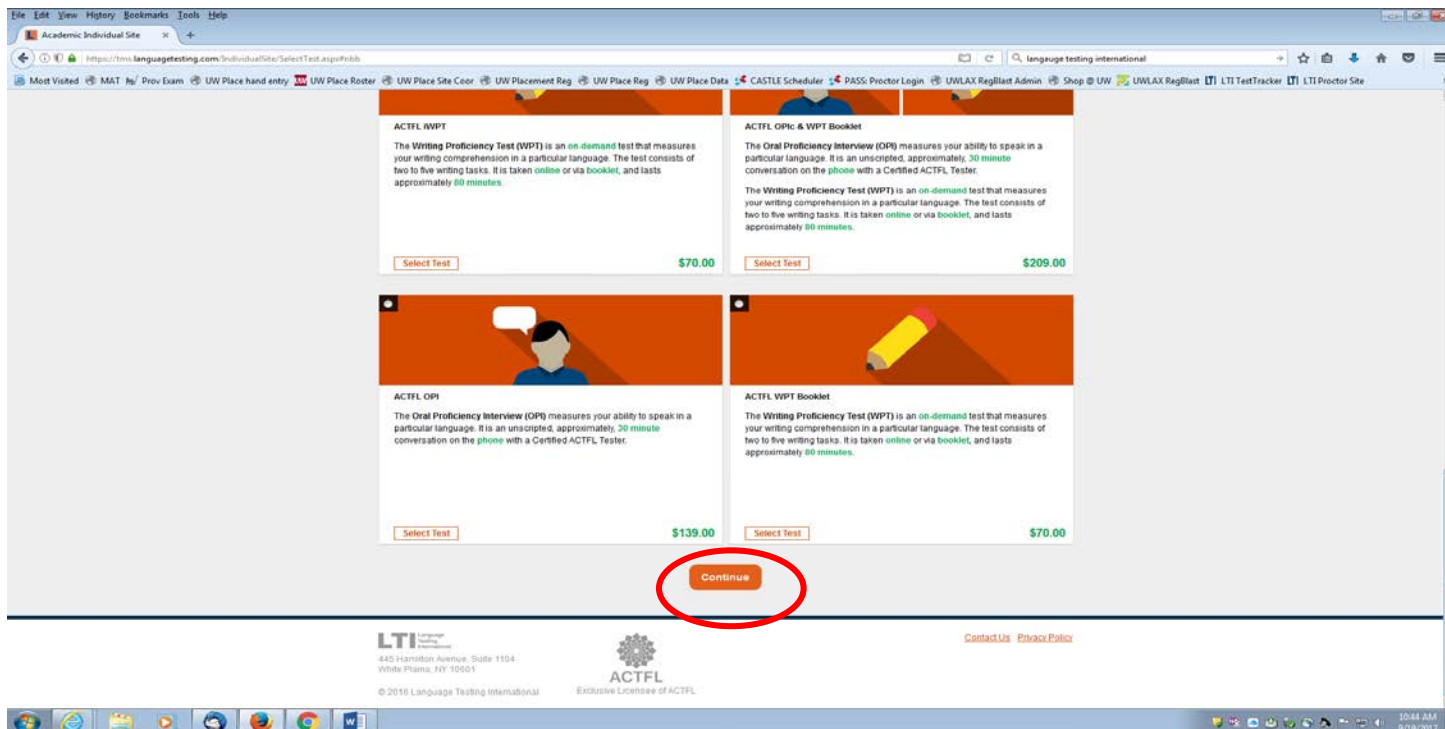

Select the tests you need, the **ACTFL OPIc & iWPT**

Purchase both tests by checking the box in the upper left corner:

Scroll down to the bottom of the page and click the orange *Continue* button.

Carefully read the self-assessment descriptions and choose the one that best fits your language ability.

Only the two most advanced statements will generate a test sufficiently rigorous to allow you to score at the Intermediate High Level required for teacher certification.

Select the description that best fits your language skill by checking the button next to it.
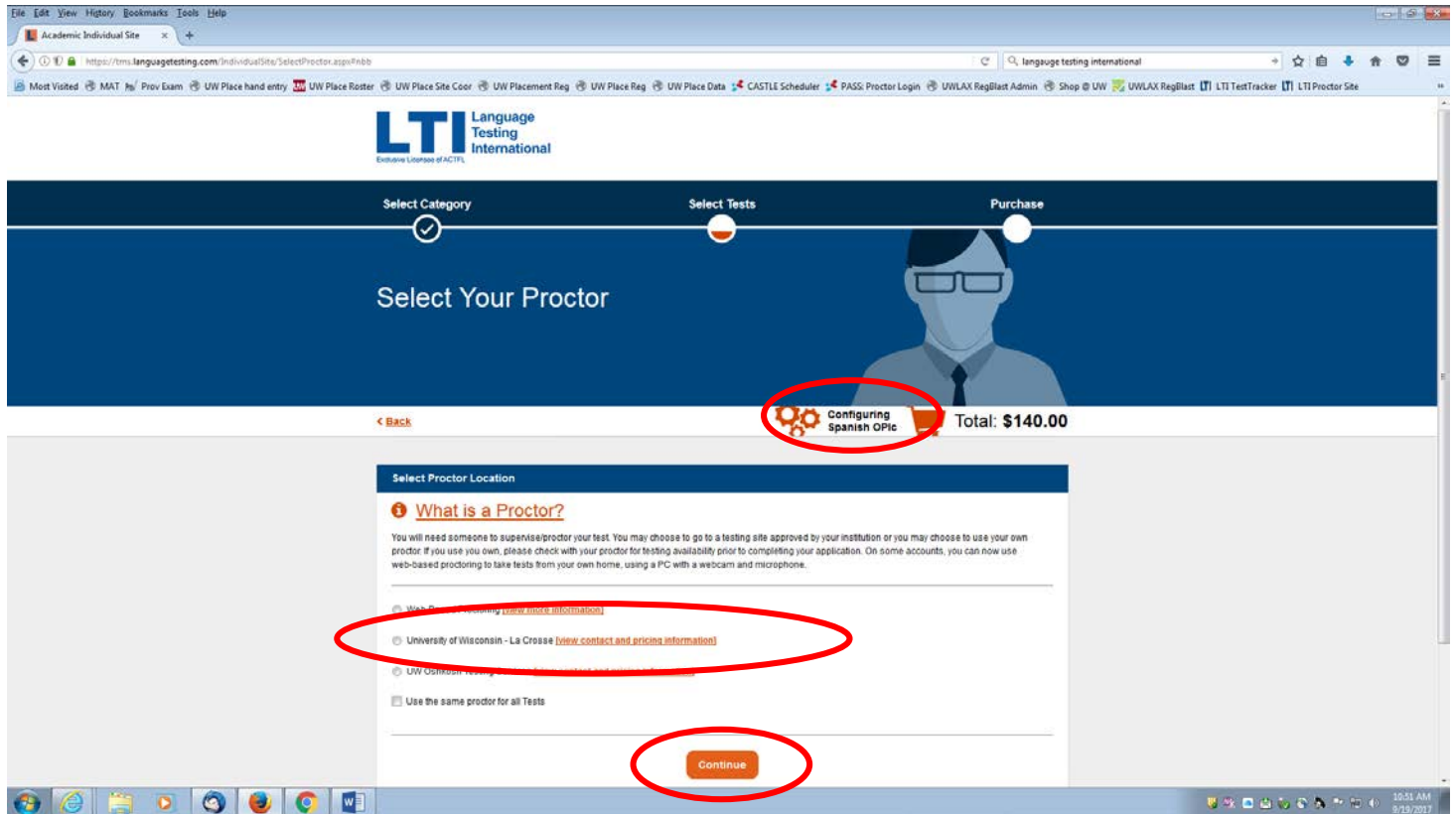
Then click the orange C*ontinue* button at the bottom of the screen.
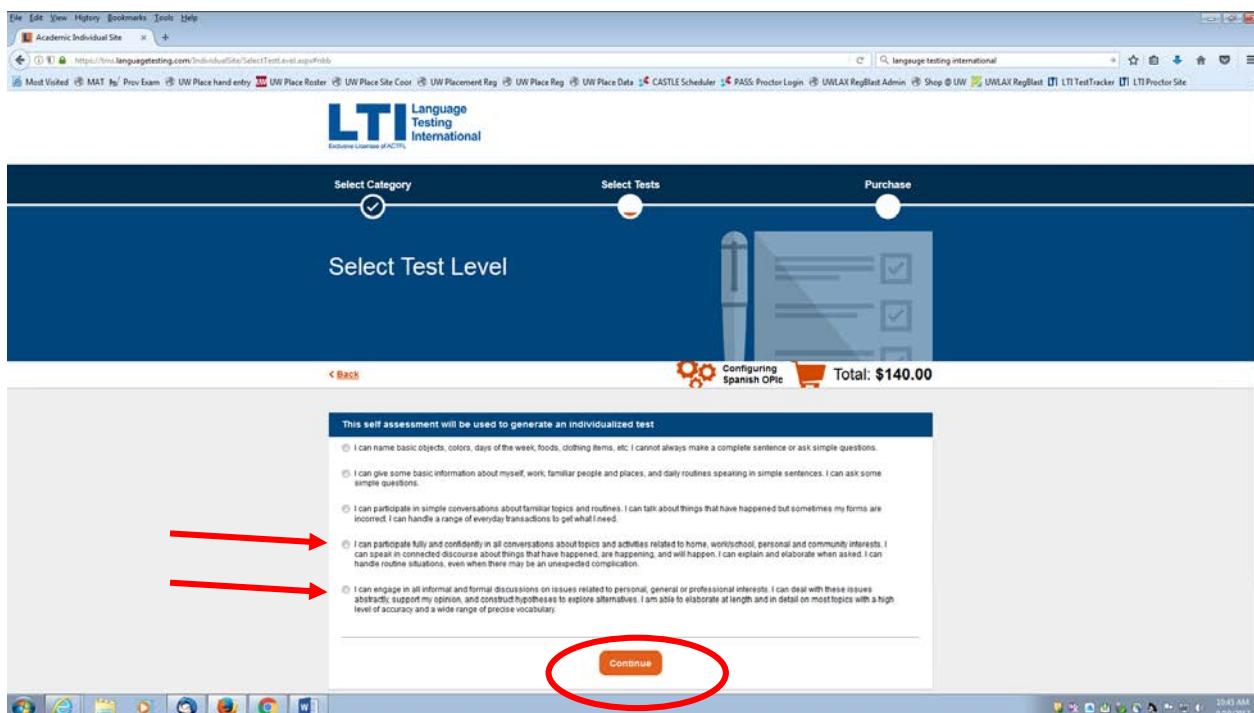
Choose University of Wisconsin-La Crosse as your proctor for the OPIc.

This will ensure that your exam will be sent to the UWL Testing Center in Centennial Hall.

Click the orange C*ontinue* button at the bottom of the screen.

You must choose Central Time (US & Canada) from the top drop down box.

Then you must choose your first choice of test date and time in the middle box.

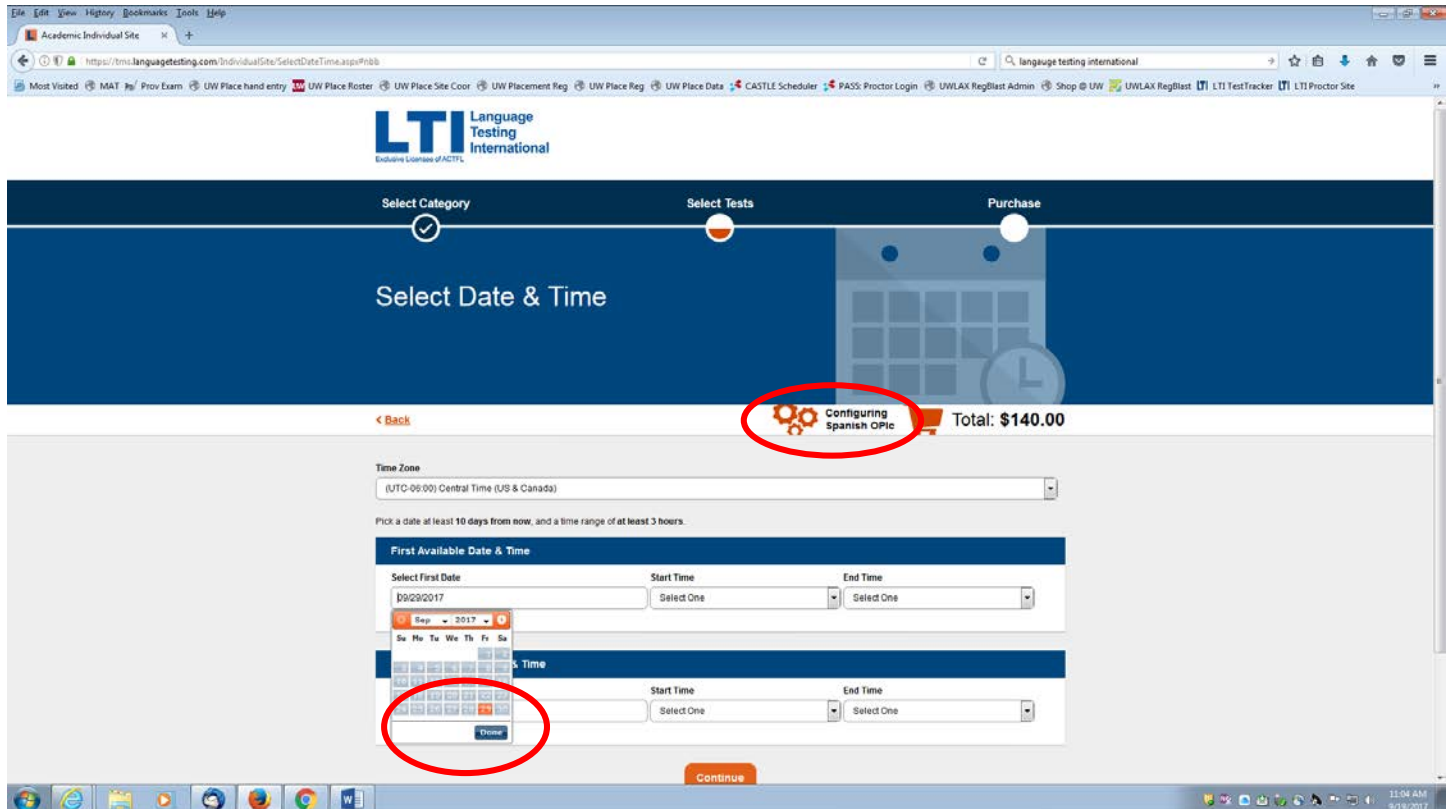You must choose a date at least <u>ten days in advance</u>.

Then choose a second choice of test date and time as an alternate.

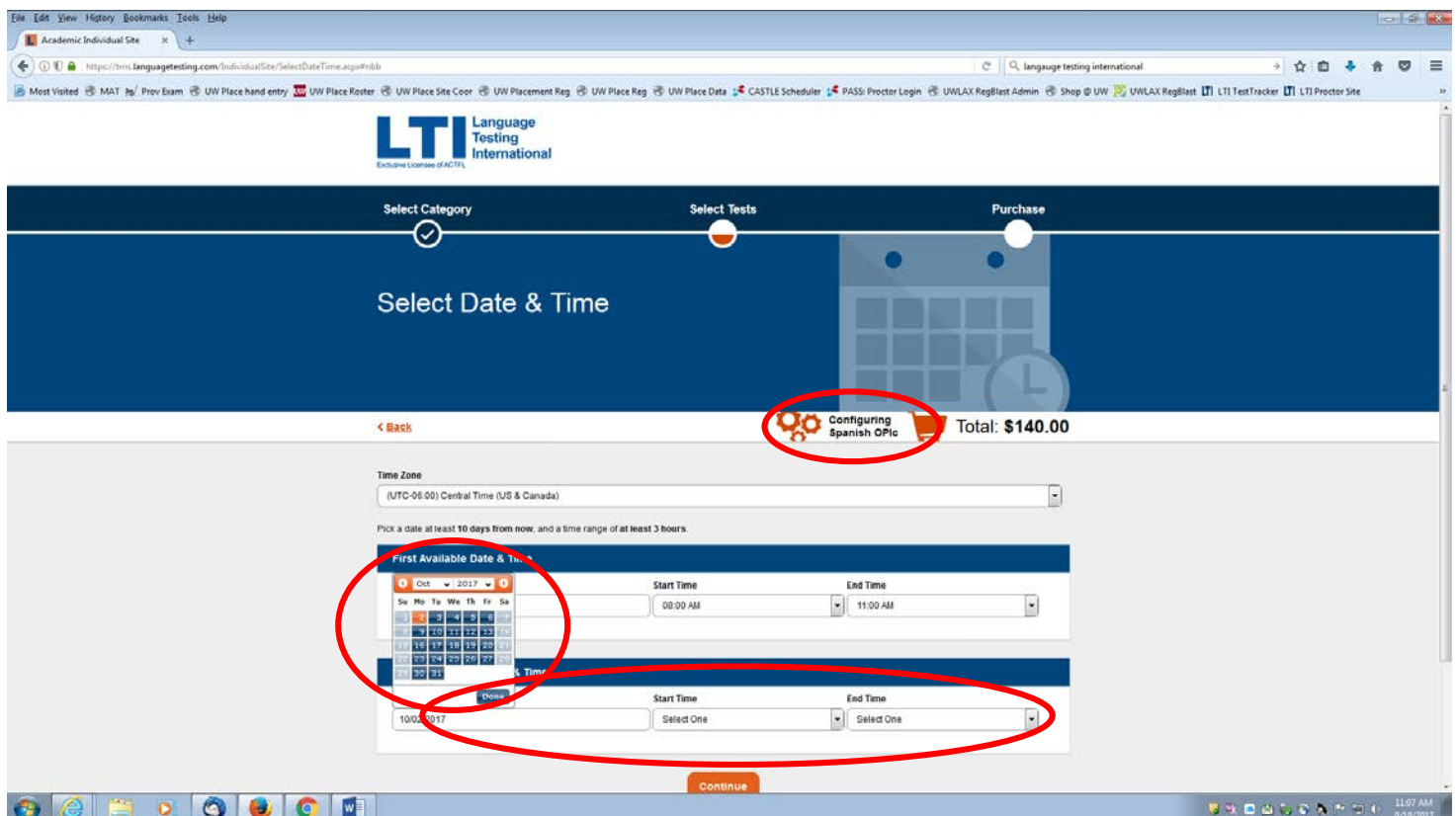It must be after the first date you choose in the middle box.
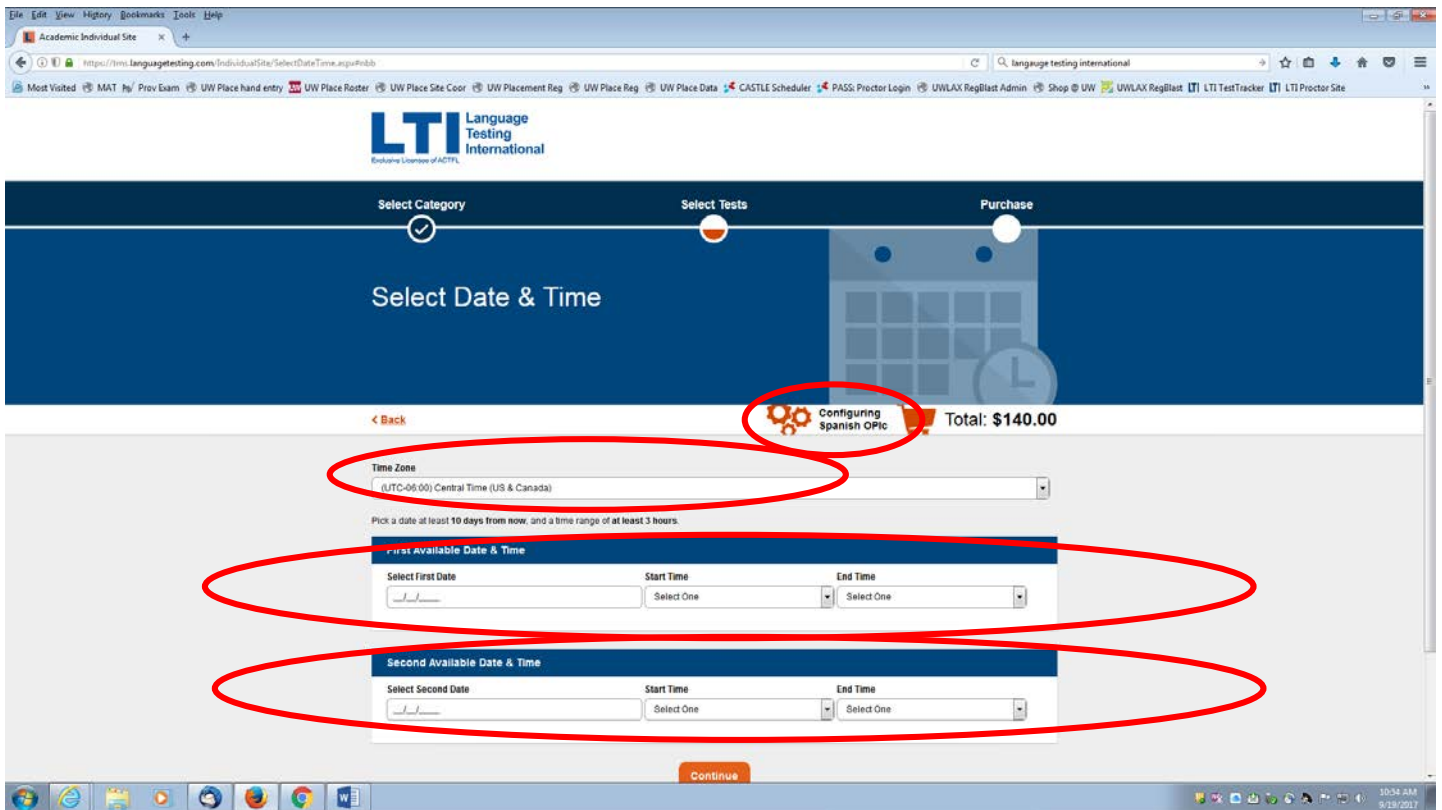
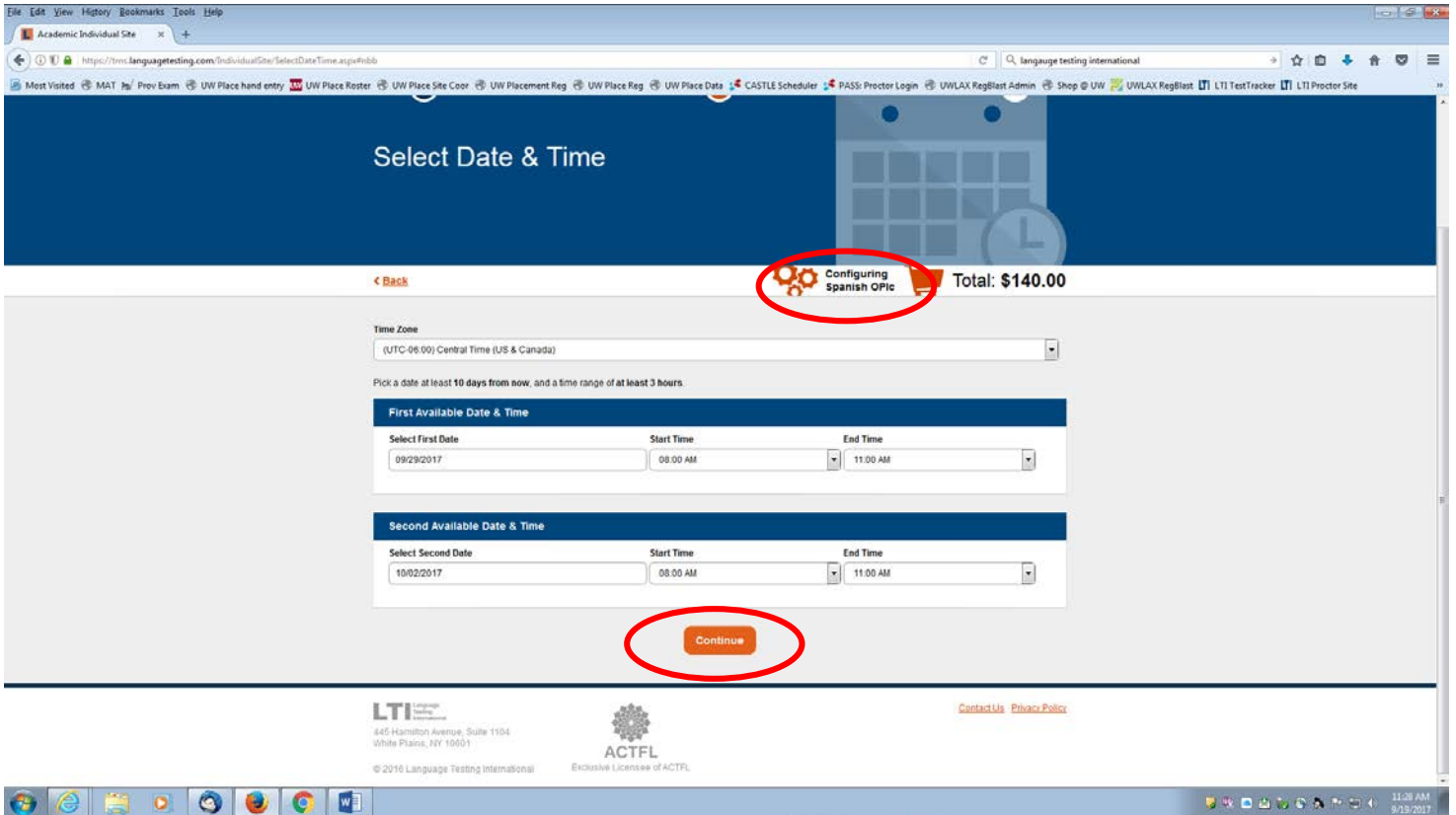Choose your first desired test date and click "Done".

Then enter your desired start time and a desired end time (allow at least 3 hours for both tests).

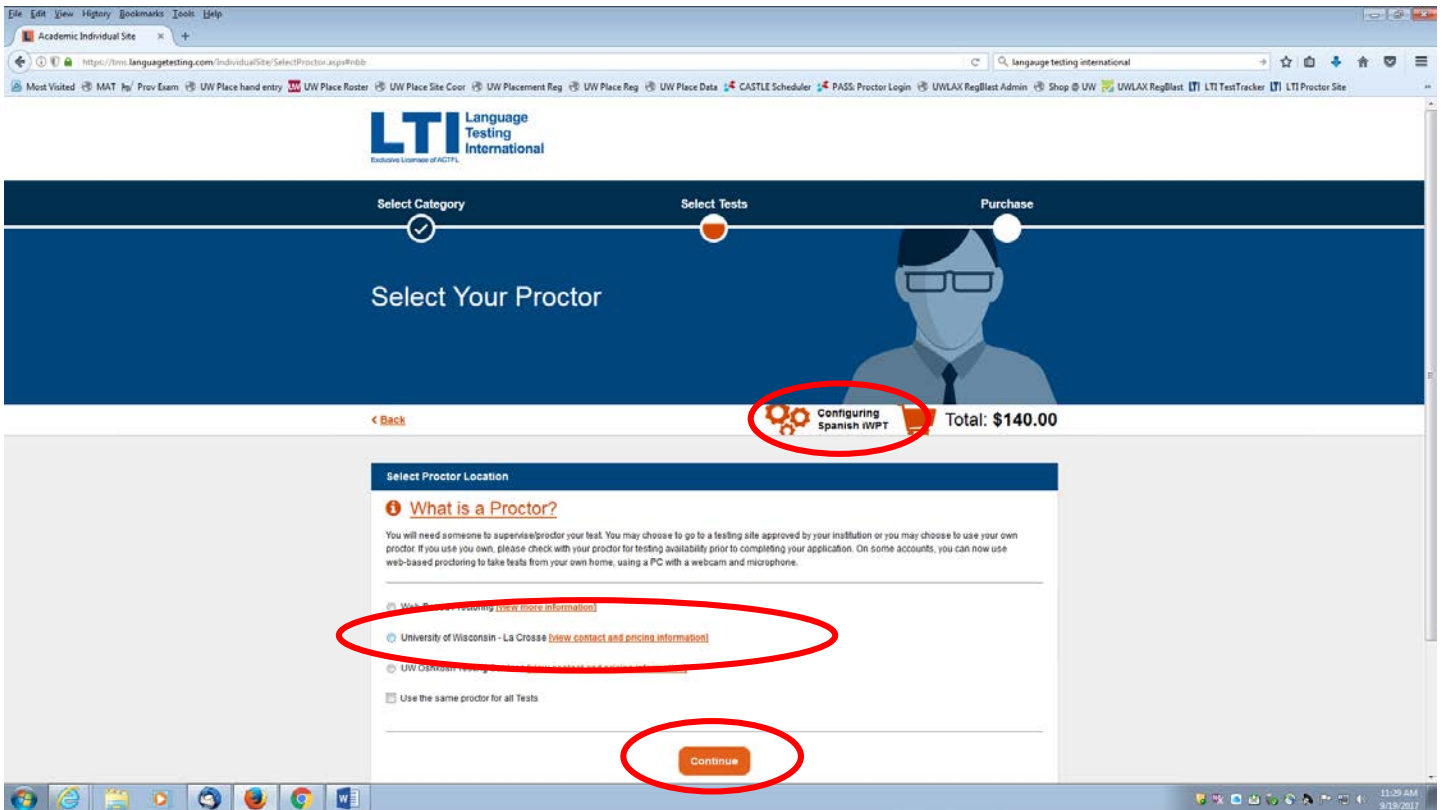Repeat for your alternate test date and times in the lower box.

Once you have chosen two desired dates and times for the OPIc, click the orange *Continue* at the bottom of the page.

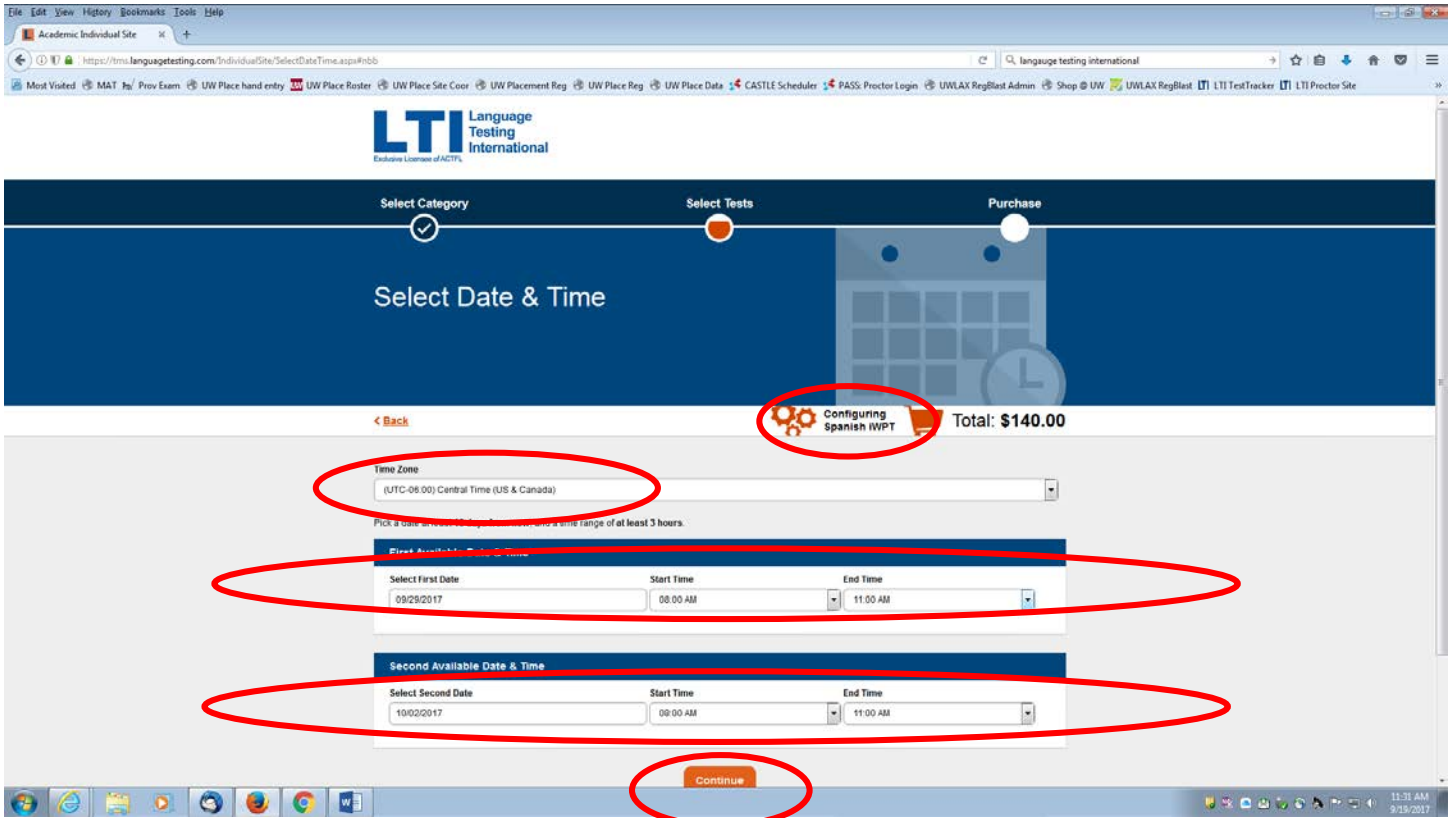You will repeat this process for your iWPT exam.

Choose your proctor by checking the button next to University of Wisconsin – La Crosse.

Click the orange C*ontinue* button at the bottom of the page.

Choose your time zone, and select desired dates and times.

Once you have chosen your dates and times for the iWPT, click on the orange *Continue* button at the bottom of the page.

You will now begin the checkout and payment process.

The Review screen will confirm your tests, proctor, dates, times, and cost.

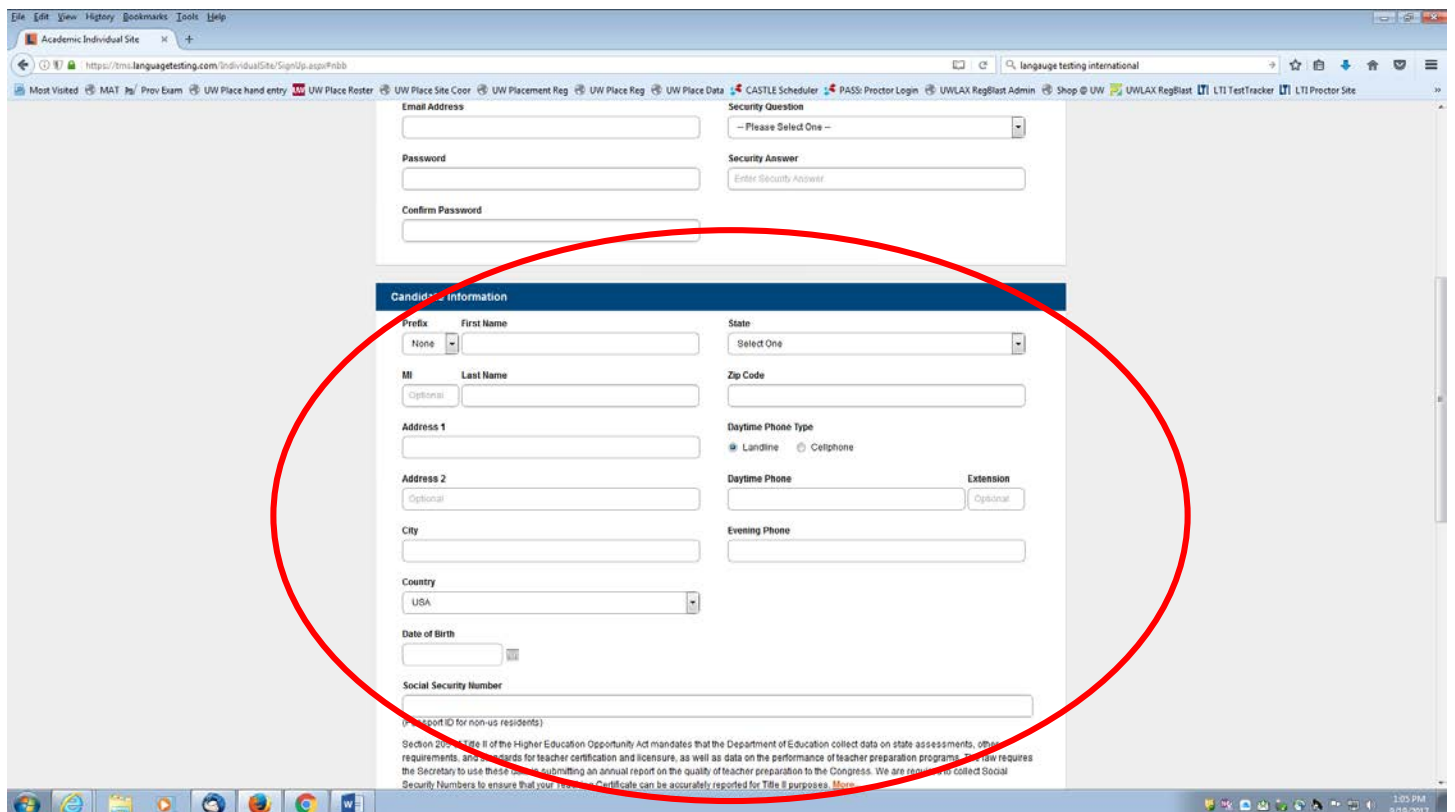Carefully review all the details of your exams and click on the *continue* button at the bottom of the screen.

On this screen, you will create an account and pay for your tests.

Start by filling in your email address, choosing a password, and a security question and answer.
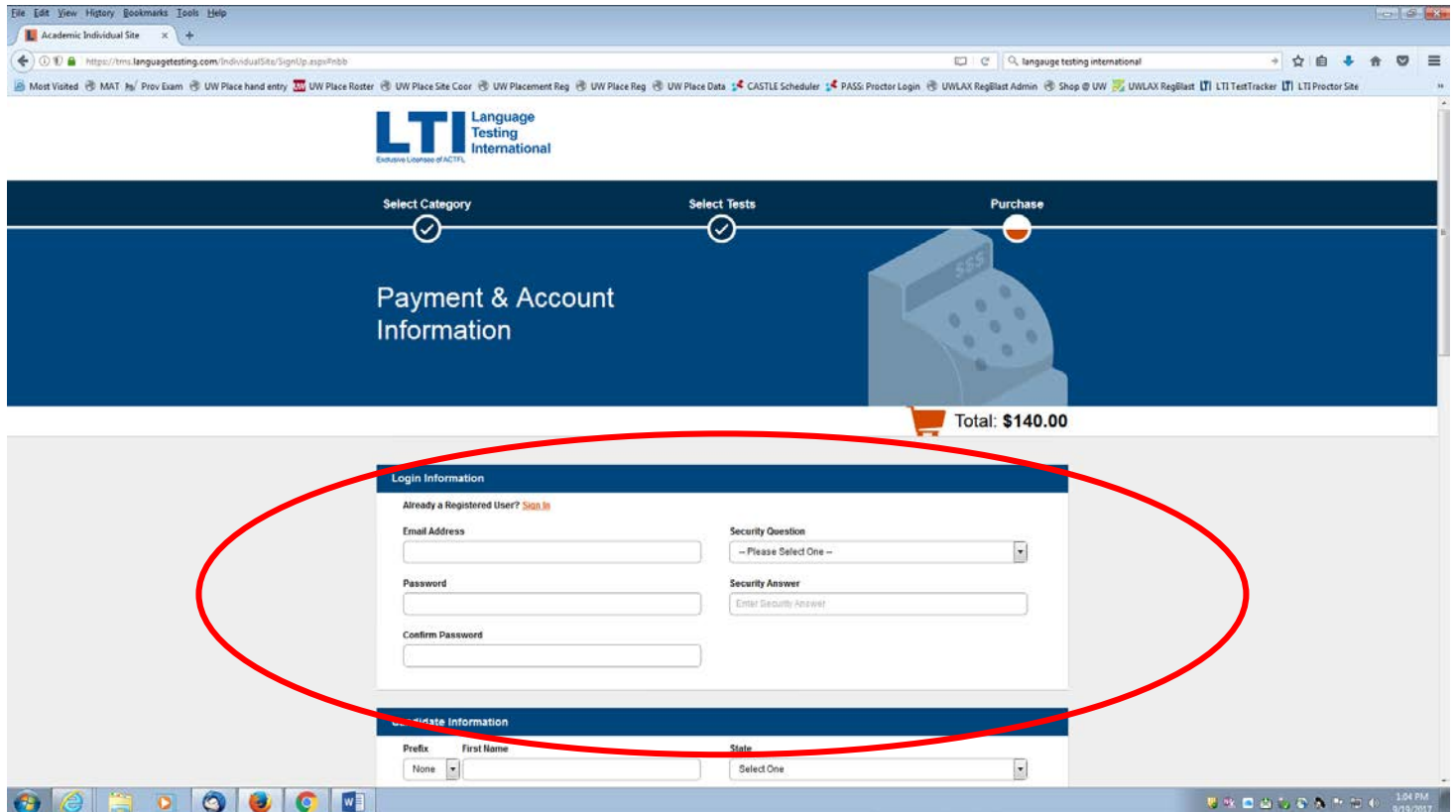
Continue to fill in all your demographic and personal information.

Carefully read the *Terms and Conditions* and check the box next to "I Agree."

Complete your payment information and click on the orange *Submit* button.
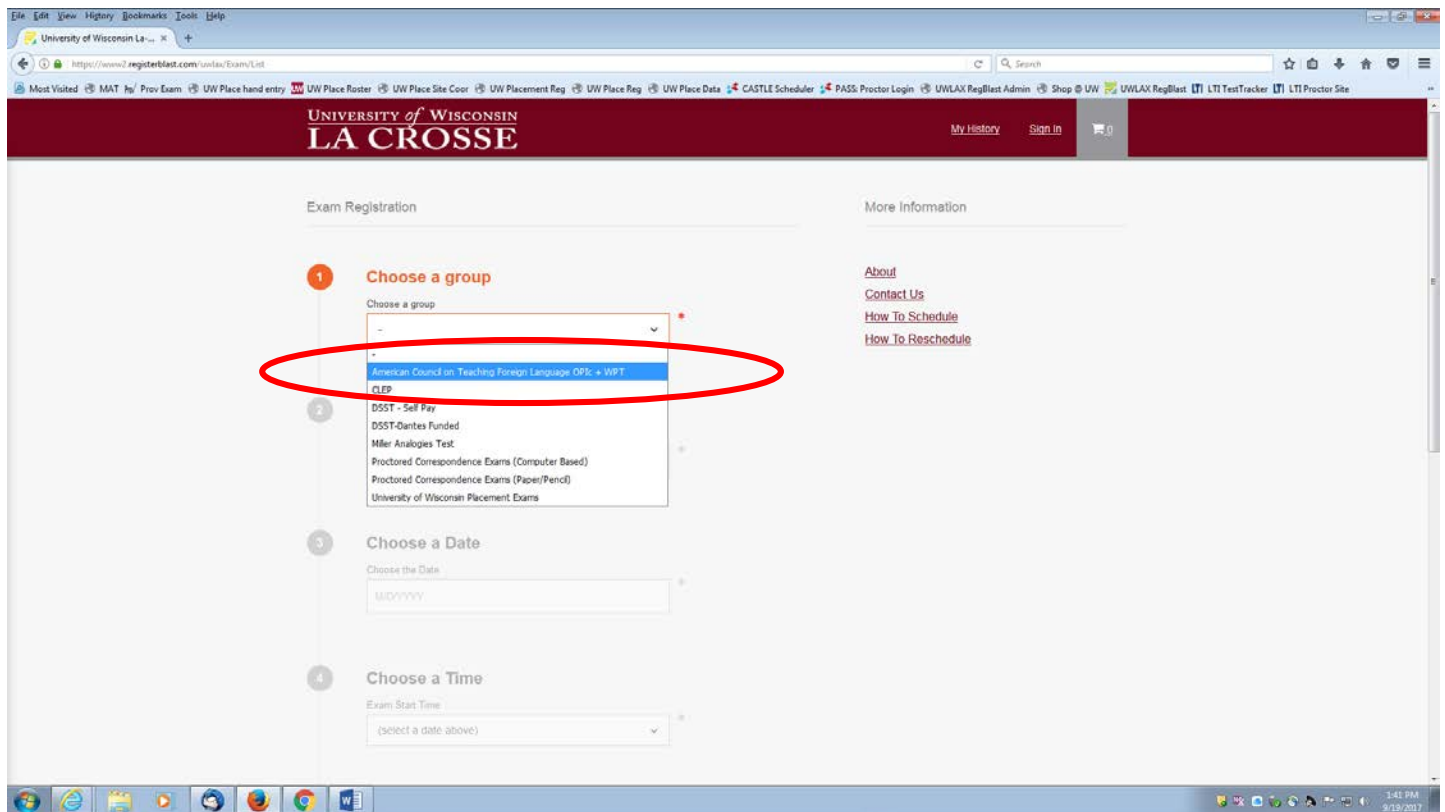
You will get a confirmation email once you have paid.

Keep your confirmation email.

You will now pay the proctor fee of $33.50 to the Testing Center at UWL through RegisterBlast.

Go to the Testing Center registration portal at:
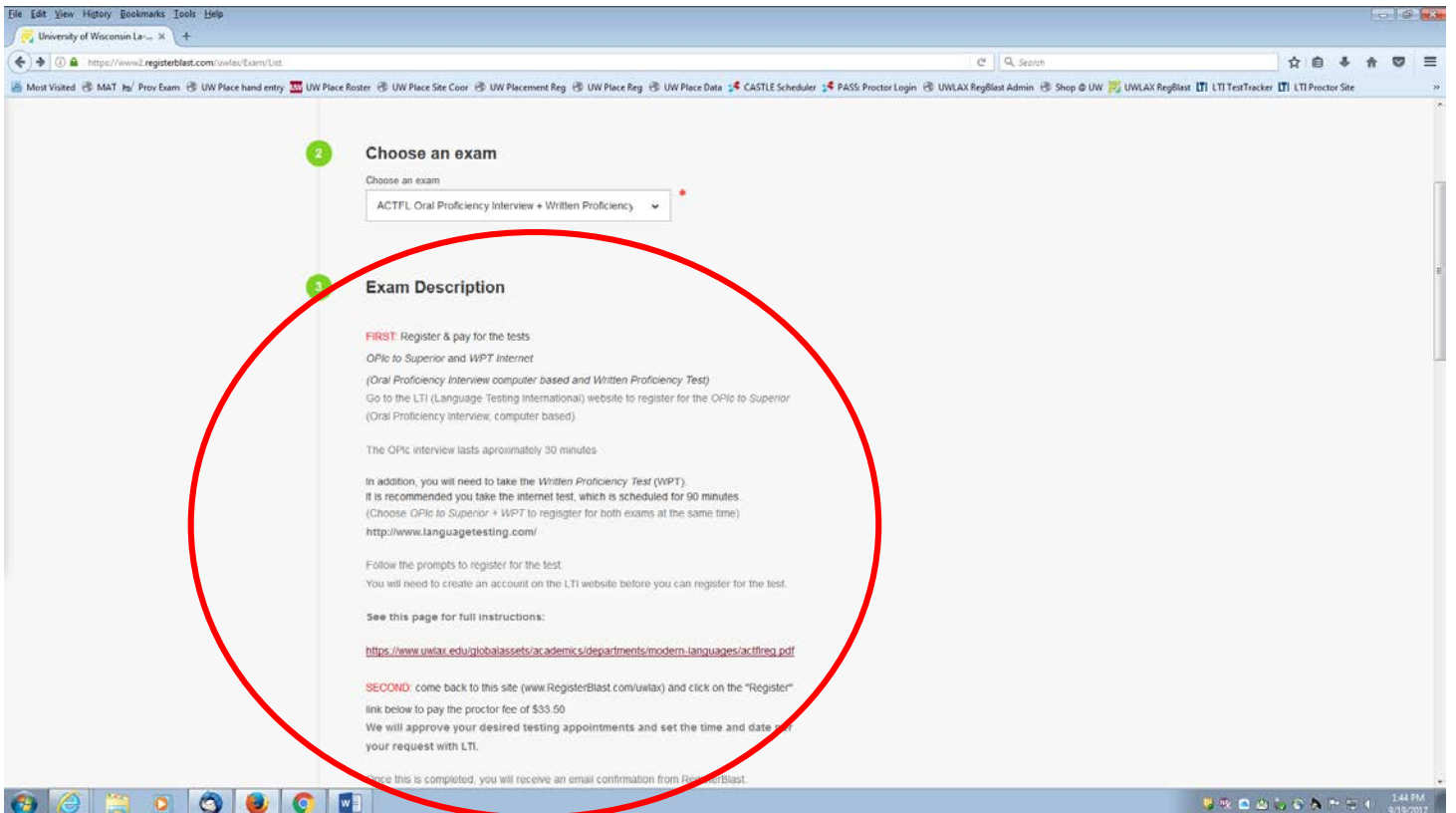
https://www2.registerblast.com/uwlax/

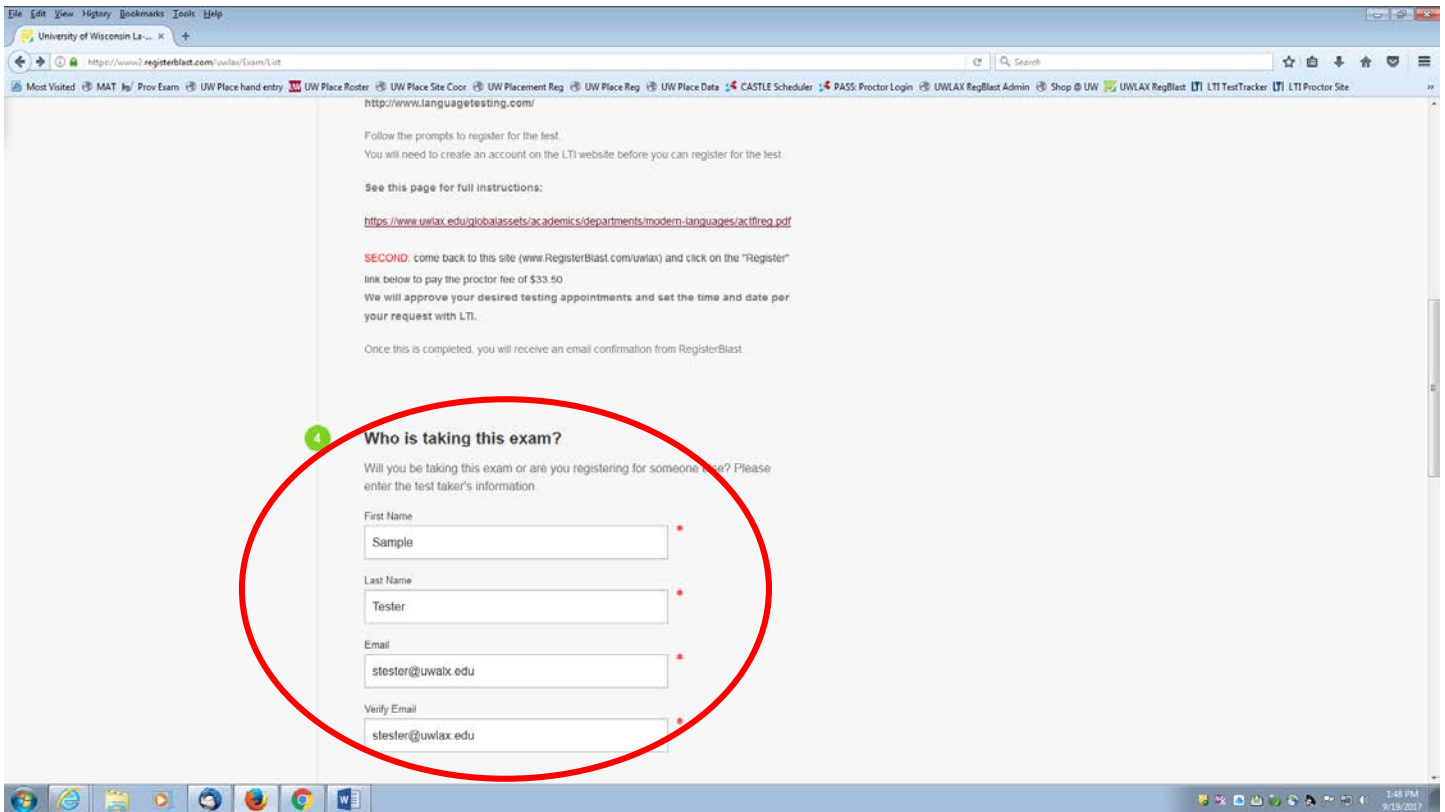Choose *American Council on Teaching Foreign Language OPIc + WPT* from the drop down list at number 1.

Choose *ACTFL Oral Proficiency Interview + Written Proficiency Test ($33.50)* from the drop down at number 2.
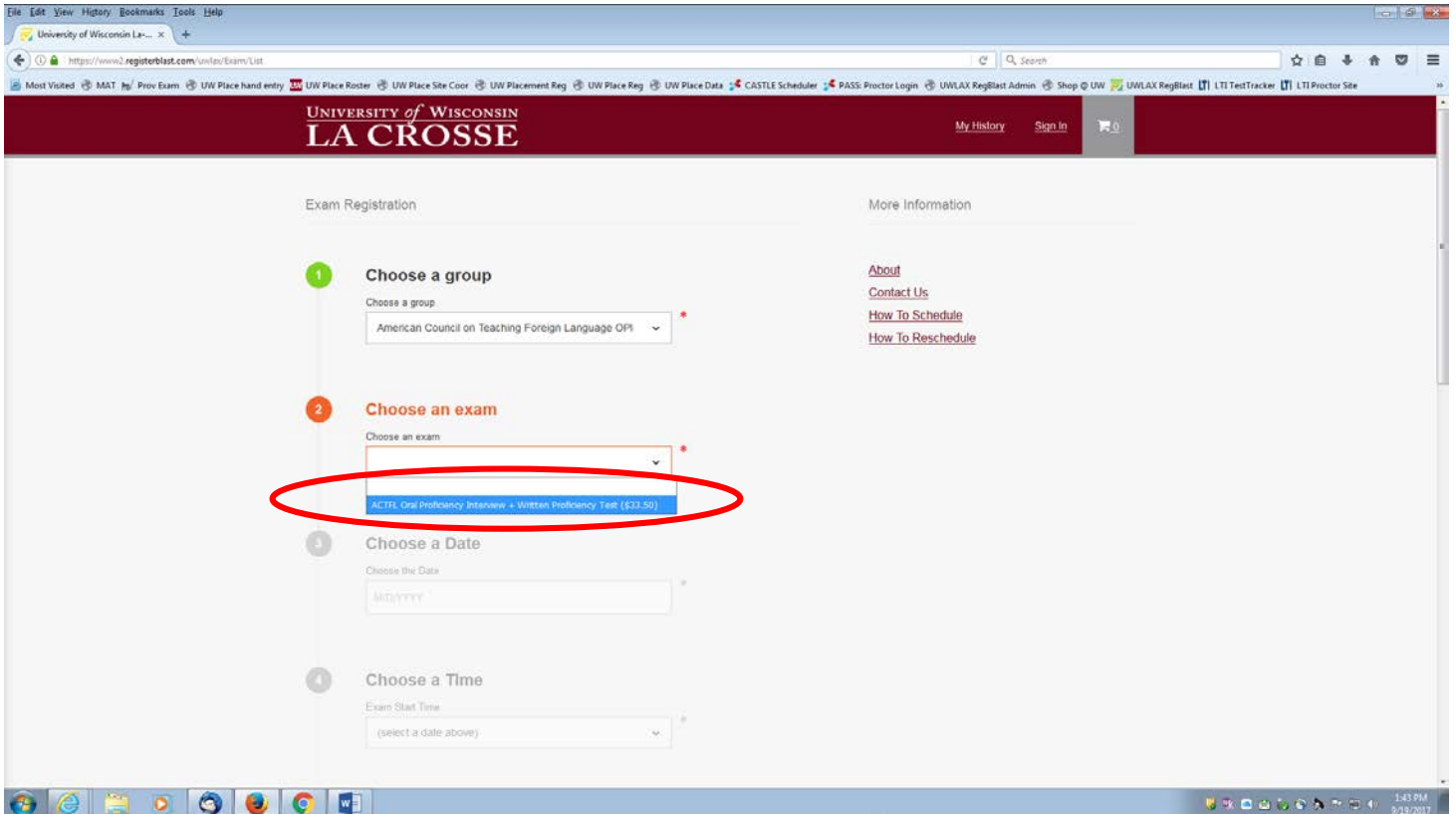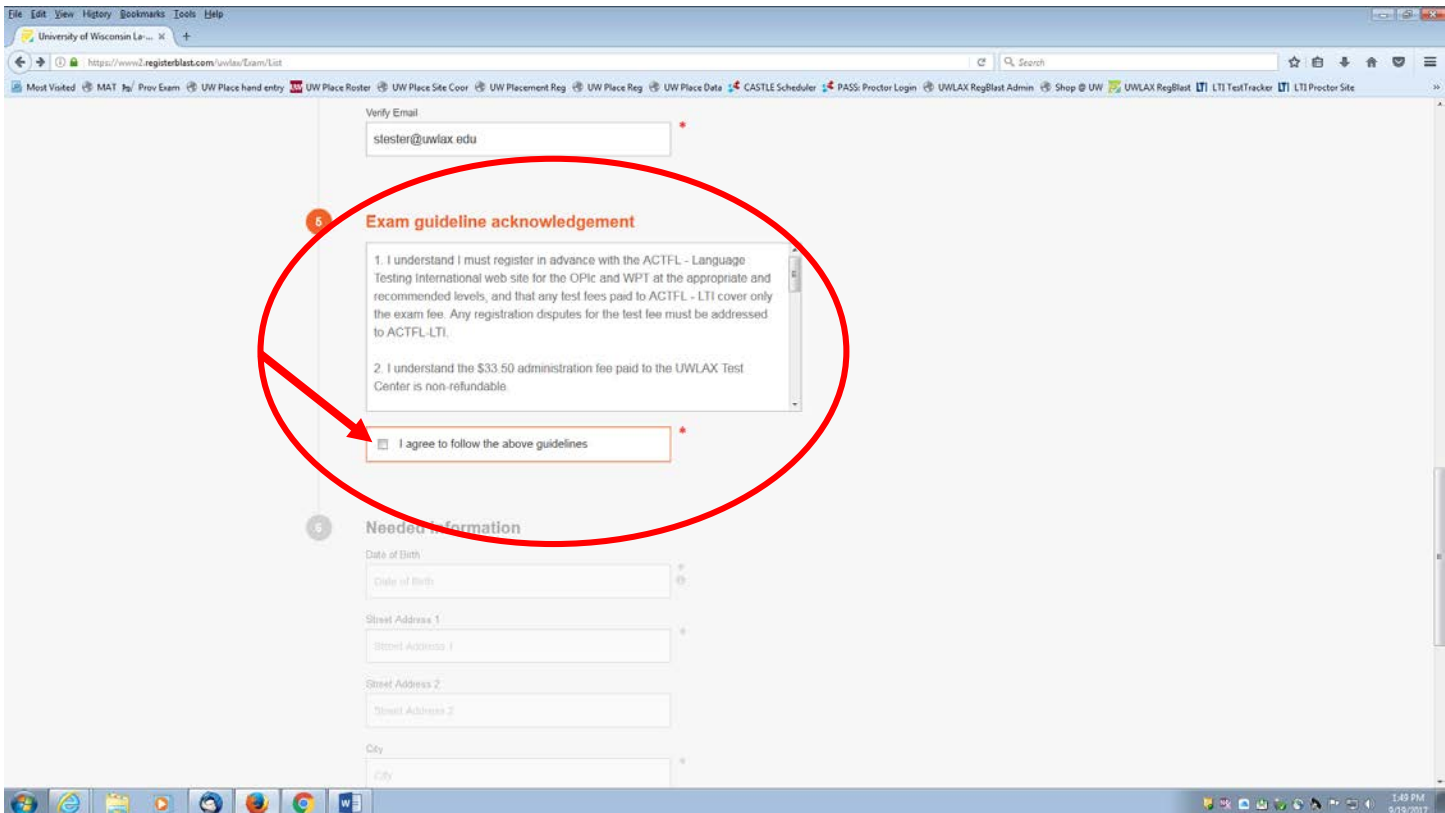

Number 3 will briefly review the registration process.

Complete your name and email address at number 4.

Read the *Exam Guideline Acknowledgement* and check the box that you "I agree to follow the above guidelines."
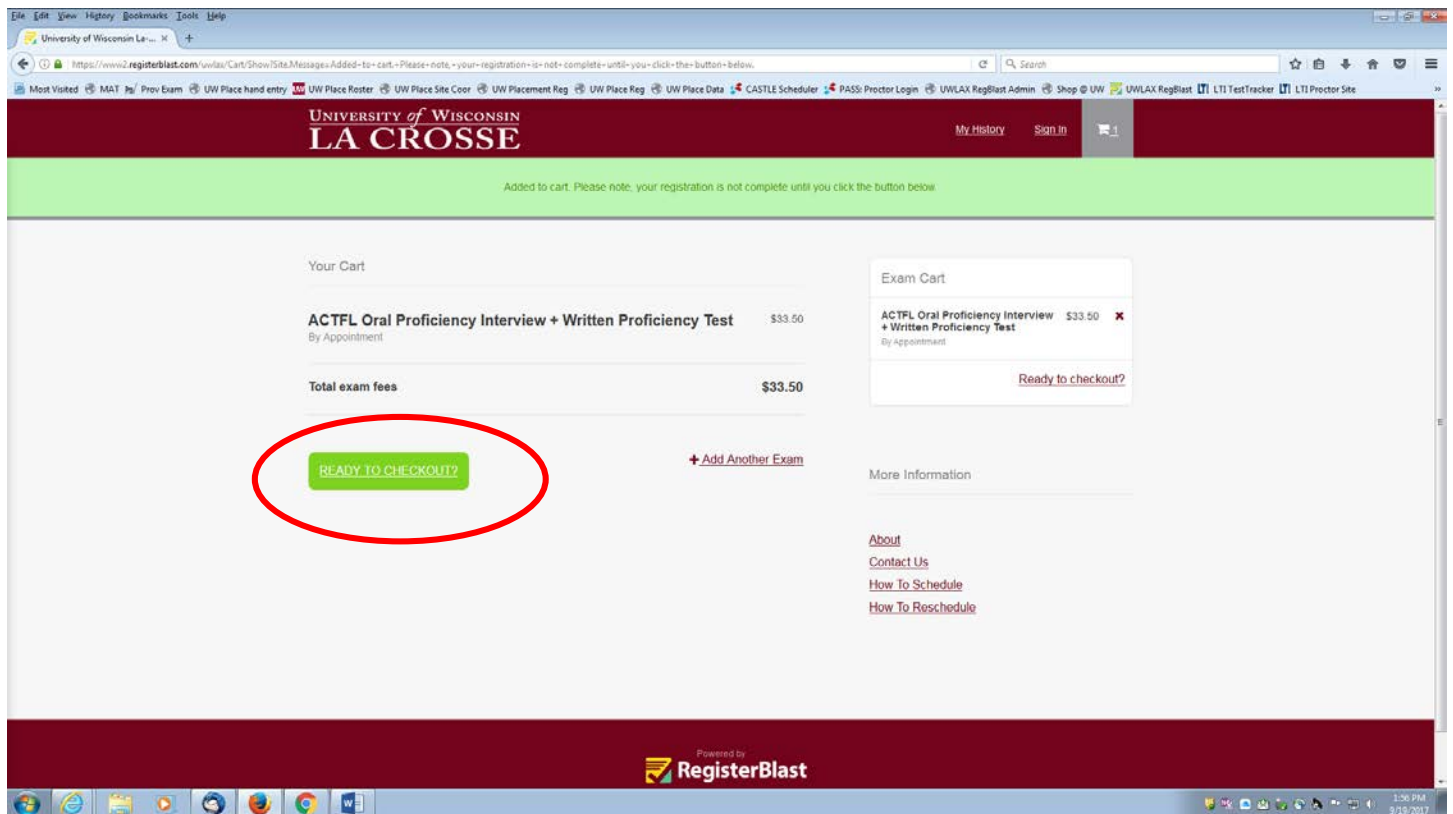
Complete the required fields at number 6 with your date of birth, address, city, state, zip and phone number.

Click on the green "Add to Cart" button at the bottom of the screen.

Review the details and click on the green "Ready to Checkout" button.

Complete your payment information.

Click on the green "Purchase Exams" button at the bottom of the screen.
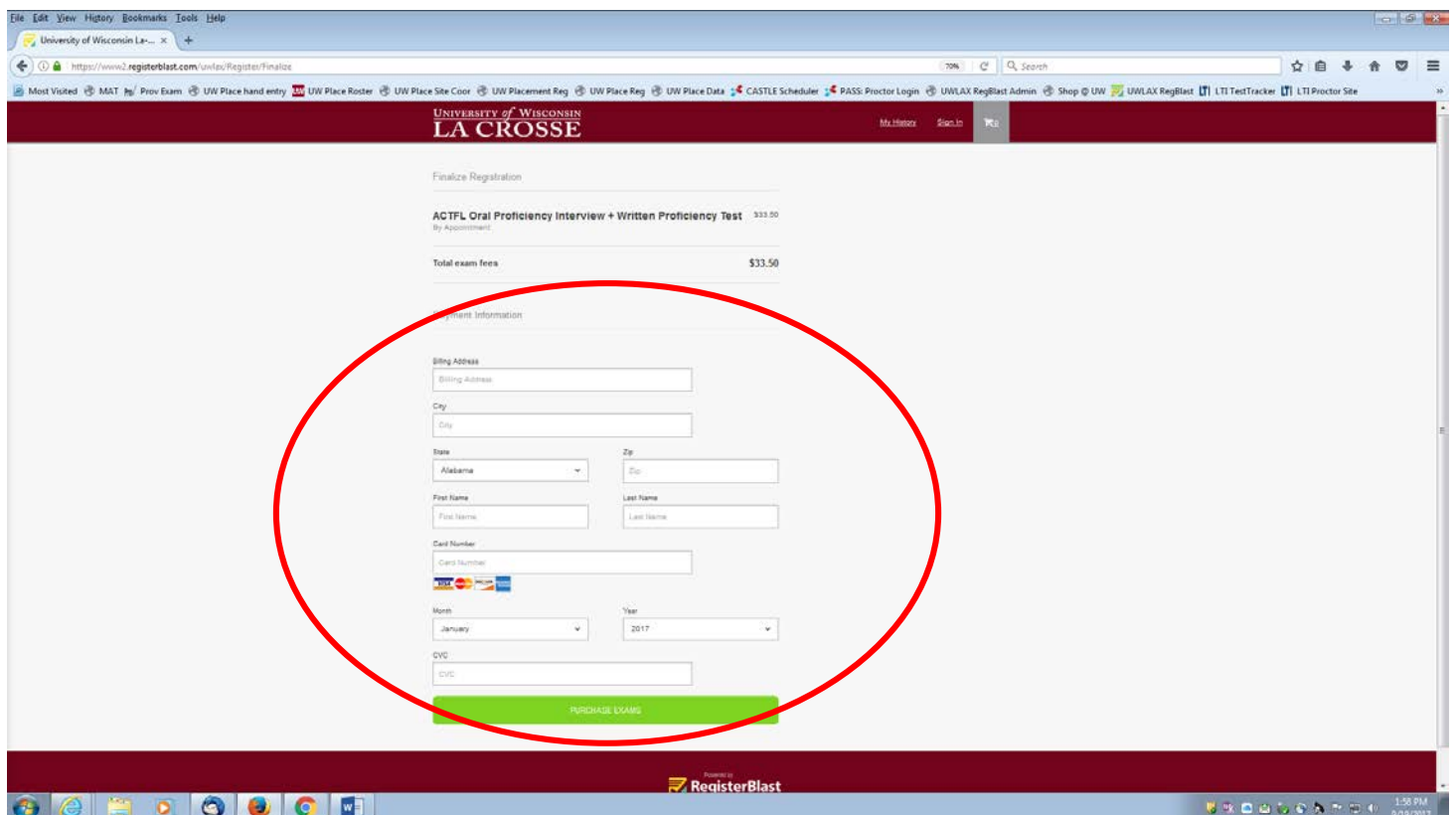
Call the Testing Center to set your appointment. Ask to speak with the Testing Coordinator and tell them you have registered for the ACTFL exam and that you wish to set your appointment date.

608-785-8074

Once your appointment has been set, RegisterBlast will send you a receipt and confirmation email.

You will be sent a reminder two days prior to your exam.

On exam day, go to 2106 Centennial Hall at least 15 minutes prior to your appointment.

You must have a government issued photo ID such as a driver's license or a passport.

You can choose which exam to take first, the oral or the written.

The oral exam (OPIc) takes about 20 – 30 minutes.

The written exam (iWPT) take about 90 minutes.

Scores typically take from ten days to two weeks and Language Testing International will send you an email when your results are ready.

LTI will also send your scores to the UWL School of Education.

Scores will be entered into your WINGS account.

If you encounter difficulty in registering for the ACTFL test, or with RegisterBlast, please call or stop by the UWL Test Center in 2106 Centennial Hall.

COUNSELING & TESTING CENTER
2106 CENTENNIAL HALL
308 16TH STREET NORTH
LA CROSSE, WI   54601
CGILBERT@UWLAX.EDU
608.785.8074   OFFICE