

Certiport Exam Prep Guide

Industry and academic technology certifications proctored at the HSI Testing Center.

Exam Snapshot

Delivery	On-site, proctored at HSI
Scheduling	RegisterBlast
Timing	Vendor-timed
Format	Live-in-the-application, task-based
Results	Score report at completion

About This Exam

Certiport delivers widely recognized technology credentials such as Microsoft Office Specialist, IC3 Digital Literacy, Adobe Certified Professional, and entry-level IT certifications.

How to Register

Register through RegisterBlast at registerblast.com/hybridsolutions and bring your Certiport account credentials to your appointment.

How to Prepare

- Create your Certiport account in advance and verify your login before test day.
- Review the official exam objective domains for your specific certification.
- Practice inside the live application (Word, Excel, PowerPoint, Adobe, etc.) — most exams are task-based.
- Use GMetrix or vendor practice tests in testing mode to rehearse under time pressure.
- Learn keyboard shortcuts and efficient workflows; exams are timed and task-heavy.
- Re-read each task prompt carefully and complete every required step before moving on.

What to Bring on Test Day

- Valid, unexpired government-issued photo ID (name must exactly match your registration).
- A second form of ID that includes your signature.
- Your exam confirmation notice or Authorization to Test (ATT) email.

- Any program-specific materials your exam sponsor requires.

Test Day Policies

- Arrive at least 30 minutes before your scheduled appointment for check-in.
- Store phones, smart watches, bags, and notes in the lockers provided.
- Only vendor-authorized materials are permitted at the workstation.
- Late arrivals may forfeit the appointment and exam fee under vendor policy.
- Rescheduling and refunds are handled by the sponsoring organization, not HSI.

Questions?

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832-403-5222 · hybridsolutions.institute · Testing Center Hours: Mon–Fri, 10:00 AM – 3:00 PM