World Languages Teacher Education Student Instructions for Scheduling an OPIc Test Date

To schedule an OPIc test date, you will need to create an account on the LTI website:
http://tms.languagetesting.com/IndividualSite/

After you have created your account, you will receive an e-mail from the e-mail address support@languagetesting.com with your registration information and a link that will direct you to your log in site. If you do not receive this after five minutes, check your spam folder. Follow the directions below to schedule your OPIc test date.

1. Log in to your OPIc account. Once you are logged in, you will be at the Registration Site.
2. Click the first link, Apply for an ACTFL test.
3. Search by Category via the University, School or Academic Program selection.
4. Select the University of Michigan – WL – Undergraduate Cohorts option.
   - There are several University of Michigan options, as other units on campus also administer language proficiency tests. Please be careful to select the University of Michigan – WL – Undergraduate Cohorts choice as this is the LTI option set up by the Teacher Education Program.
5. Accept the LTI test agreement.
6. Choose the test option Official OPIc to Advanced, and click Apply Now.
7. Review your personal information, select your teacher certification program details, and finalize your application order by choosing The Language Resource Center – MAC lab as your Proctor Information. Answer the test-date-specific questions that follow.
   - Please refer to the test dates on the School of Education website to schedule your specific test date and choose alternate test dates.
   - Your start time will be 9:00 a.m. and your end time will be 11:00 a.m. Most test takers complete their OPIc test around 10:00 a.m., but in the case that you take longer or delay the start time of your test, you do not want the system closing your test before you are able to finish.
8. Review your Application Order Summary.
9. Enter your payment information.
10. You will receive a confirmation e-mail that indicates your order is being processed and that your proctor has received your test date information.

You must RSVP for your seat in the classroom on your test date. If you do not RSVP for a spot in the classroom, we cannot guarantee you will begin your test at 9:00 a.m., or that you will test that date. You will need to log in with your Kerberos password. RSVP here: https://sitemaker.umich.edu/opic/rsvp