

**TrainCan, Inc.**  
**Exam and Material Ordering Guide**  
2021



# What do I need to order for...?

## In Class Course and In Person Proctored Exam



**Course:** In order to conduct an in class course, you must have a registered TrainCan Trainer to teach the session. If you do not have a Trainer, you must enroll in our Train-The-Trainer Program to gain this certification ([www.traincan.com](http://www.traincan.com)).

**Exam:** After teaching the course, all Trainers are eligible to proctor exams. If you need an additional staff member to become a proctor, anyone can apply to be a proctor at [www.traincan.com](http://www.traincan.com).

### **Materials Needed:**

- Course Books
- Exams
  - Paper: Order Exam Booklets & Scantrons
    - Requires the purchase of Scantrons equivalent to the number of exam booklets
  - Online-Computer: You can request Online Exams to be set up and proctored on a computer. An instruction email is sent 1-2 business days prior to the exam date.
- Optional: Teaching tools

## Online Study and In Person Proctored Exam



**Course:** Individuals are assigned a Pin and Password. They can log into their account and complete the online course at their own pace. No trainer is needed.

**Exam:** A registered TrainCan Proctor or Trainer can proctor the exams via paper or online-computer. If you are not a proctor, you can apply for status with TrainCan ([www.traincan.com](http://www.traincan.com)).

### **Materials Needed:**

- Online Course
- Exams
  - Paper: Order Exam Booklets & Scantrons
    - Requires the purchase of Scantrons equivalent to the number of exam booklets
  - Online-Computer: You can request Online Exams to be set up and proctored on a computer. An instruction email is sent 1-2 business days prior to the exam date.

## Online Study and Webcam Exam



**Course:** Individuals are assigned a Pin and Password. They can log into their account and complete the online course at their own pace. No Trainer is needed.

**Exam:** After completing the course, individuals unlock access to the "Take Exam Now" Button. No Proctor is needed.

**Materials Needed:** Online Course with Webcam Exam

## Does my course need a Trainer or Proctor?

	In Class Course	Online Course
Trainer Required?	Yes	No
Shipping Required?	Yes	No



## The "Yes and No's" of TrainCan's Exam Methods

	Paper Exam	Online Computer Exam	Webcam Exam
Proctor required? -----	Yes	Yes	No
Shipping of Exams and Materials? -----	Yes	No	No
Do I need to ship the exams back to TrainCan? -----	Yes	No	No
Do I need a computer? -----	No	Yes	Yes
Do I need a webcam? -----	No	No	Yes
Are results Instant? -----	No	Yes	Yes
Digital Certificates? -----	No	Yes	Yes
Can the exam be done in combination with In Class Training? --	Yes	Yes	Yes
Can the exam be done in combination with Online Training? ---	Yes	Yes	Yes