



**AN EMPLOYMENT  
PROGRAM FOR  
QUALIFIED INDIVIDUALS  
WITH A DISABILITY**



*Limited Examination & Appointment Program*

## **Once I Login, What Do I Do?**

### **Follow These 14 Steps to Success:**

**Step 1:** You will be asked to verify your LEAP Certification. Enter your social security number, first and last name. Click to Continue and verify that you have a LEAP certificate on file in the LEAP Certification database.

**Step 2:** If your name is currently not on the LEAP Certification database or your social security number does not match with our records, you will be instructed to call the LEAP Examination Analyst.

**Step 3:** Examination Information – Please read the information contained in this section carefully. Click on Continue.

**Step 4:** Login or create an account. Login by entering your User I.D. and password. Click on Login In. If you are creating a new account, read the important information for creating your User I.D. Click on view the exam questions to view the questions before starting the examination.

**Step 5:** At this point, and if your information is successfully completed, “Login Success!” Equal Employment Opportunity page will appear. Now you will be asked to voluntarily fill out the Equal Employment Opportunity questionnaire. If you do not want to fill out the page, click immediately on the Continue button. Otherwise, fill out the appropriate information, and then Click the Continue button.

**Step 6:** Choose the State Application to complete. Click on Continue

**Step 7:** Complete the California State Application. Click on Continue.

**Step 8:** Readiness Evaluation – Minimum Qualifications. Answer all minimum qualifications questions by clicking the appropriate button or filling in the boxes. Click on Continue.

**Step 9:** Qualifications met. Click on continue.

**Step 10:** Location Preferences – Answer by clicking the appropriate box(es). Click on Continue.

**Step 11:** Readiness Evaluation – Supplemental Exam Information. Answer by clicking the appropriate box(es). Click on Continue.

**Step 12:** Readiness Evaluation – Training and Experience. There are several pages of Training and Experience Questions. Answer by Click the appropriate button. Click on Continue.

**Step 13:** Consent Agreement: You must check the box and Click on Score My Exam to continue.

**Step 14:** After you have submitted your answers, a letter will immediately appear notifying you if you were successful or unsuccessful in the examination(s). Please print a copy for your records. This concludes the LEAP Readiness Evaluation process.