How to register In CME Exam

Please follow the steps below to register your candidate(s)

**Step 1:** Go to IOB online registration website – http://www.iobf.org/, and then click “Register”. Or type your user name and password if you already have one.
New User

NOTE: Creating an Online account is not available for the public and is only open for the financial institutes' Training departments.

Sign Up for Your New Account

Organization: Select an Organization

Login user name:

Password:

Confirm Password:

E-mail:

Confirm E-mail:

Preferred website Language: English

Full User Name:

Contact Number:

Create User:
Step 2: Click on CME button (if you don’t have it, Send request email to support@iobf.org)
Step 3: To register your candidate click on (register for a new exam)
Step 4: Type the participant ID and choose the exam name then click on +. If you didn’t add this participant before click on +, add his information then type his participant ID then click on + again.
Step 5: A record will be added in the table for the new participant’s information including his / her “Eligibility ID”.

Note: • An email containing the participant’s eligibility ID will also be received by the client that registered the participant.
• After receiving the eligibility ID from IOB, allow at least 48 hours before reserving an exam appointment at Prometric website.

Important Reminder:

• Each Candidate will get his/her own eligibility ID; this eligibility ID cannot be used for a different candidate.
• Once IOB issued the eligibility ID, the client is liable for the exam fee "this fee is non-refundable".
• A candidate cannot cancel an exam appointment. If a candidate wishes to change the exam date or time he/she may do so 7 calendar days prior to the appointment through the web-site.
Step 6: Once you have your eligibility ID, Go to the Prometric website:

http://www.prometric.com to select your exam date and Test Center location.

VERY IMPORTANT:

When you logon to the Prometric Website to select a date and a location please note the following:

- While you are filling in the information to register your candidate, you can always go back and change any entry. Once entries have been completed and you log out from the session, you will not be able to change anything.
- Once you register for the IFCE using the Prometric system, you will not be able to cancel the appointment; you will only be able to reschedule the exam.
- Rescheduling an exam must be done no later than seven days prior to the new appointment.
Step 7: Once Candidate accesses the Prometric website go to the search on the right top side of the page then type

"IOB"
Step 8: click on **Institute of banking**
Step 9: To start registering click "Schedule my test"
Step 10: choose Saudi Arabia as country then click Next
Step 11: review the information, Agree the privacy policy then click Next.
Privacy Policy Review

Policy Notice

By clicking the I agree button, you acknowledge that you understand and agree to the policies set forth by your Testing Program. If you do not understand or agree to the policies set forth by your Testing Program, you may not continue through the scheduling process. Please contact your Testing Program with questions.

Data Privacy Notice

PROMETRIC, protection of your personal information, and making sure you understand how and why it is processed, is of paramount importance to us. As a data processor for your test sponsor, PROMETRIC processes your personal information only for the purposes of registering and scheduling you for a test, administering that test, and processing the results. At no time will your personal information be used by PROMETRIC for any other purpose without your permission. Your personal information, including your test results, will be provided to your test sponsor or for the purposes of providing scores, certification, or other benefits to you. PROMETRIC may also disclose your personal data to other PROMETRIC entities for the purpose of providing you with testing information, administering the test, or processing your results. These PROMETRIC entities may be located outside the country in which you take the test, and your personal information may be processed or stored there to provide results and information to your test sponsor. Adequate protection of your personal information is ensured at all PROMETRIC entities.

I agree  I do not agree

< Back  Next >
Step 12: add your Eligibility id and first four characters of your last name the click Next.
Step 13: search the test center
Step 14: choose the test center then click on Schedule an appointment.

P.S: If you don't know the direction click Get Directions.
Step 15: choose your exam date then click Go
Step 16: select time.
Step 17: fill your information.
Step 18: review your appointment information then verify it by click on Complete Appointment
Step 19: Candidate must report to the test site on the date and time he/she they have selected.

Important Reminder:

- Candidates should bring the appointment confirmation from Prometric when they report to the test site. No one will be allowed to enter the examination room without this document.

- Candidates should be at the test site at least 30 minutes before the start of the exam.

- Candidates should provide at least one (1) valid government issued ID to be allowed entry into the exam room.

Upon completion of the exam, examinees will automatically get a printout of the exam result at the test site.