

## Instructions on How to Complete the Online Education and Experience Test (OLEE)

Your score on this Online Education and Experience Examination (OLEE) is based upon an evaluation of your education and experience. In order for you to obtain appropriate credit, it is necessary for you to complete each relevant screen accurately.

OLEE consists of the following sections:

- A.1 Education (Degrees/Diplomas)
- A.2 College Credits
- A.3 Education Courses
- B. Employment/Work Experience
- C. Licenses, Certificates, Registrations
- D. Selective Certifications

Please refer to the [Notice of Examination](#) to see which sections apply to the examination that you are taking. Not all of the sections may be relevant to you; however, you must complete all of the sections that are relevant to you in order to receive a score or rating on the examination.

### Navigation

There are various ways which you may access the different sections of OLEE. One way is to click on the *Proceed* button. This will bring you to the next section of the examination. When you click on the *Proceed* button you will visit each section of the examination in sequence. When you reach the last section and click the *Proceed* button, you will return to the **OLEE Home Page**.

Another way is to click on the navigational buttons on the left side of the screen. When you click on one of these buttons you will access the section of the examination. Using these buttons will allow you to skip back and forth between different sections of the examination without having to go through all of the sections in sequence.

You may also access different sections of the examination from the **Home Page**. At the bottom of the screens in sections A through D, there is a *Return to Home Page* button. When you click on this button you will return to the **Home Page**, which lists the sections of the examination. When you begin the examination, there is an  next to each section of the examination. This indicates that there is no saved information in this section. When you have entered and saved information in a section and you return to the **Home Page**, there will be a  next to the section. You may access any section of the examination by clicking on the section's name on the **Home Page**.

At the bottom of each screen is a *Save* button. You must click on the *Save* button to save any information you have entered on the screen.

### Entering Information

Each section of the examination lists fields where you may enter information. Some of the fields consist of drop-down boxes which list information, such as dates, number of

years, etc. When you click on the drop-down box and select an item from the list, this information is automatically entered in the field. Other fields ask you to type in information.

Some fields are required to be filled in before you may save the information entered for that section. If you fill out all of the required fields on a screen and click on the *Save* button, the information you entered will be saved. If you do not fill out all of the required fields, the information you entered will **not** be saved. If you attempt to click the *Save* button without filling in a required field, you will see the following message above the entry fields: "! indicates that all fields on this line must have data entered for the current record to be saved. Your information has NOT been saved." Each required field missing information will have a "!" next to it.

### **Scoring Your Examination**

The examination is open until midnight (Eastern Time) of the last date of the application period. You do not have to complete the test in one session. You may save your information and return to edit or enter additional information until the end of the application period. However, once you **final submit** your examination for scoring, you will not be able to add or change any information to your examination.

When you have finished entering all of your information and you want to submit your examination to be scored, click on the *Return to Home Page* button to return to the **Home Page**. When you are on the **Home Page**, click on the *Review and Submit Exam* button. This button will bring you to the **Review and Submit Page** where you can review all of the information you entered. Read the **Review and Submit Page** carefully to make sure that you have entered all of the information that is relevant. If you feel that some information is incomplete or missing, click on the *Return to Home Page* button to return to the **Home Page**. From the **Home Page** you will be able to access the sections of the examination that you want to complete. Alternatively, you may click on each section's link to access that section directly.

After you have reviewed the information on the **Review and Submit Page** and you believe that it is complete, you may submit your examination to be scored by clicking on the *Submit* button. When you click the *Submit* button, you will see a message warning you that if you proceed further and click on the *Final Submit* button, your examination will be scored and you will not be able to add or change any information to your examination. Once you click on the *Final Submit* button you will immediately receive your score on the examination.

### **Appeals**

If you received a rating of Not Qualified on the examination and you believe there is a manifest error, you may appeal this determination within thirty days (30 days) of the last date of filing by requesting a review of the rating. If you believe that there was an error in the way your examination was calculated, you should review the breakdown showing how your examination was rated before submitting your appeal. You may access this breakdown through the **Results Page** when you receive your score. If you still feel that your examination was rated incorrectly you may request to have your examination recalculated by following the appeal instructions on your **Results Page**.

If you received a score on the examination and believe that you should have received a

higher score because of a manifest error, you may appeal this rating within thirty days of the last date of filing by requesting a review of the score. If you believe that there was an error in the way your examination was calculated, you should review the breakdown showing how your examination was rated before submitting your appeal. You may access this breakdown through the **Results Page** when you receive your score. If you still feel that your examination was rated incorrectly, you may request to have your examination recalculated by following the appeal instructions on your **Results Page**.

### **Foreign Education**

For any education which you submit for the minimum qualification requirements and/or additional credit, you must indicate whether this education was obtained in the United States or a foreign country. If this education was obtained in a foreign country, you must have this education evaluated by a DCAS-approved foreign education evaluation service. Please refer to the [Foreign Education Evaluation Guide](#) and the [FAQs](#) for further information.

If your foreign education was used for the minimum qualification requirements and/or additional credit, the score you receive will be tentative until your foreign education evaluation is reviewed by DCAS. This review may result in a higher or lower score, or a rating of Not Qualified. You will receive your final score based on this review when the list for this examination is made public or established. If the review results in a rating of Not Qualified, you will receive a Disqualification Notice with instructions on how to appeal this decision to the Committee on Manifest Errors.