



Architectural Glass
& Metal Technician
CERTIFICATION PROGRAM

AGMT Remotely Proctored Knowledge-based Test (KBT) – Candidate Instructions

1. Start the Application process by creating an account at cip.agmtprogram.com (this is the AGMT Certification Information Portal (CIP), it's where you'll apply and register for AGMT Certification)
2. Submit support documentation to meet Prerequisites (via your secure CIP account). For more information on this process or Program Prerequisites please see the AGMT Candidate Handbook, [here](#).
3. Once approved, contact the AGMT Program Administrator's office at 315-646-2234 Ext. 217 to schedule your test. Timeslots are available M-Sa 8am-12am EST. No US Holidays.
4. Systems Test – prior to your exam you will receive an email from Surpass (they're the platform that the KBT is administered on) – the email will walk you through conducting a systems test to ensure your computer and smartphone are ready for the exam (for system requirements, please visit gmtprogram.com/new-remote-kbt). Be sure to monitor your Spam/Junk folder.
5. The day before your scheduled exam, you will receive another email from Surpass containing the link and keycode to take the exam.
6. Once your exam is complete, you'll receive an email from AGMT with your pass/fail results.

Note: Passing the KBT is one portion of the certification process, you will need to pass the Performance-based Test (PBT) in order to become AGMT Certified.

Thank you for your patience and support of the AGMT Certification Program. For additional information on Program Prerequisites, Study Guides, and other important AGMT-related information, please visit www.agmtprogram.com.