Prerequisites to Administer DLPT-5 Exam

1. To access the DLPT-5 Test Administrator Training / Test, log on, using your CAC card, to https://learning1.dmdc.osd.mil/html/index.jsp

2. To receive certification you MUST use your CAC reader to log in. This training will show how to nominate and register a candidate and how to administer the tests.

3. Every Test Administrator must have a User ID and password to administer the tests. These passwords expire every 45 days. If your password expires, it may take an hour or more for you to receive a new password. We recommend that you establish an "automatic" calendar reminder using Microsoft Outlook as a safeguard in prompting you to change your password before expiration. If you do not yet have a logon ID and password, please contact the CST Division Chief at (405) 954-7240.

4. There are 2 web-based DLPT applications: the DLPT Authorization and Reporting application, which is used to manage your account and to manage test candidates, and the DLPT Testing application used to administer the tests.

5. The DLPT-5 Users Guide version 3.5 provides all information needed to access the Test Administrator Training / Test, nominate and register test candidates, and to administer the tests.

6. If you have questions or problems, DLPT-5 Technical Support can be reached at (800) 372-7437, or contact the CST Division Chief at (405) 954-7240.

Until DLPT-5 software is installed on CG workstations, DLPT-5 tests can be taken at DOD DLPT-5 test sites. If you would like to schedule a test with a DOD site, please contact the CST Division Chief for guidance. A letter from the command and additional paperwork may be required. Also, be sure that the member provides you with a copy of their scores so that they can be entered into Direct Access.