

## Setting up your password and activating your test

**Make sure that you have strong internet connectivity and that you're using the Google Chrome browser from this point forward.** If you encounter any issues during this process, please contact the Oliver's Desk Side Support:

|                       |                                                                              |
|-----------------------|------------------------------------------------------------------------------|
| <b>Phone:</b>         | 1-800-238-0377                                                               |
| <b>Support Email:</b> | <a href="mailto:support@oliversolutions.com">support@oliversolutions.com</a> |
| <b>Hours:</b>         | Monday-Friday 9am - 5pm (EST)                                                |

1. Check your email for the **"Test Instructions – OMVIC Online Test"** email from [support@oliverslearning.com](mailto:support@oliverslearning.com).
  - a. Make sure to check your junk and spam folders and other subfolders.
2. Review all of the information in the email.

 **AUTOMOTIVE  
BUSINESS SCHOOL  
of Canada**  
- EST. 1985 -

### Test Instructions

Congratulations, Student Name!

You have been successfully enrolled in the OMVIC - English course offered by Georgian College's Automotive Business School of Canada for the Ontario Motor Vehicle Industry Council (OMVIC).

When you are ready to write your test, you can complete the test online (i.e. anywhere, no appointment necessary) provided by Oliver Publishing Inc. or in person at ServiceOntario locations identified in your Georgian College registration information.

Your registration entitles you to one test attempt, regardless of whether it is an online or in-person attempt.

If you wish to write the test online, use the link at the bottom to set up your password to access the online test. Please note that the test will not start immediately when you click the link.

After you create your password and log in to the test portal, you will need to activate the test. After activating the test, you will see your test on the myCourses page.

Please review the Test Instructions on the myCourses page before starting the online test. The test timer will not start until all the steps outlined in the Test Instructions are complete. Students must verify their identity with a photo ID and download and install Safe Exam Browser (available for download through the test portal). Students must also connect a secondary camera on a smartphone (activated by a QR code).

Safe Exam Browser limits access to the internet to ensure students comply with the test Terms and Conditions and Georgian College's academic integrity policy. The Online Proctoring System monitors students by recording audio and video during the test.

[Click here to create your password to access the Online Test](#)

Enter the email you used to register with Georgian College (see below).

User ID: [student@emailaddress.com](mailto:student@emailaddress.com)

Test results are provided to students by email from Georgian College after five business days of completing the test.

If you have not received your test results after five business days please contact the OMVIC Project Office at Georgian College at 1-877-722-1513 or [OMVIC@GeorgianCollege.ca](mailto:OMVIC@GeorgianCollege.ca) for assistance.

Good luck!

This message was sent to Yvres.Dube+omvictest@georgiancollege.ca  
If you no longer wish to receive these messages, you can [unsubscribe](#) to no longer receive emails from us.

Terms and Conditions

Oliver Publishing Inc.  
151 Bloor Street West, Suite 800  
Toronto, Ont M5S 1S4, Canada

- Click on **"Click here to create your password to access the Online Test"** link. Another tab in your browser will open up. enter your email address in the box provided and hit Confirm.

### Confirm Email

Confirm your email address below. You will receive an email to set up your password.

Confirm

### Confirm Email

Your email has been confirmed! You will receive an email to set up a password and complete your enrolment.

- You will receive another email **"Password Set-Up – OMVIC Online Test"** to set up your password. Click on the hyperlink in this email to setup your password.

- Once you have set up your password, you can login using your email and password. After logging in, students will see the following page. Review the content and click the green activate button at the bottom.

- Clicking "Activate" will not start your test.





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**OMVIC Automotive Certification Course**

Thank you for registering for the OMVIC Automotive Certification Course.

This course is offered in cooperation with the Ontario Motor Vehicle Industry Council (OMVIC) and is a prerequisite for registration as a salesperson or dealer with the automotive industry in Ontario. This course is intended to:

- promote professionalism in the Ontario automotive retail industry
- provide better protection for customers
- set the standard for employee ethics within the automotive industry

Students must take the OMVIC Automotive Certification Test within 12 weeks of their course registration date with Georgian College. If a student does not take the test within that time, they will be assigned a grade of zero and enrolment in the course will be automatically cancelled. Should a student wish to take the OMVIC Automotive Certification Test after the 12-week period or were unsuccessful in passing the test the first time, they must re-register with Georgian College and pay the full course registration fee.

Successful completion of this course does NOT automatically register students with OMVIC. Once enrolled in the course, students may submit their application to OMVIC for registration as a dealer or salesperson however, OMVIC cannot grant registration to any applicant until the required preconditions have been met. This includes successfully completing the OMVIC Automotive Certification Course. Each student must submit a separate application for registration as a dealer or salesperson.

Individuals that successfully pass the OMVIC Automotive Certification Course through Georgian College (Automotive Business School of Canada) and become registered with OMVIC are entitled to use the Designation "C.A.L.E. – Certified in Automotive Law and Ethics".

Here you will take the online test. This open-book test consists of 60 multiple-choice questions and students have 90 minutes to complete the test. Test results are available immediately after the test.

**Activate OMVIC Automotive Certification Test**

- Once you activate the test, you will see the myCourses page with a current available test:





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**myCourses**

Students must take the OMVIC Automotive Certification Test within 12 weeks of their course registration date with Georgian College. If a student does not take the test within that time, they will be assigned a grade of zero and enrolment in the course will be automatically cancelled. Should a student wish to take the OMVIC Automotive Certification Test after the 12-week period or were unsuccessful in passing the test the first time, they must re-register with Georgian College and pay the full course registration fee.

This course includes a personalized certification exam that requires installing the Safe Exam Browser and a secondary camera on a smartphone (activated by scanning a QR code). Read complete instructions under "Read This First" before starting your exam.

Current available test (1)



OMVIC - English

**Read This First** Start Test

Current available test (1)



OMVIC - English

**Read This First** Start Test

Please ensure that you review the content in the **"Read This First"** tab - Do not proceed until you are ready to take the test. You can come back to the OMVIC online test portal through this link: <https://absc.opilink.com/>.