



## How to Schedule an Exam on the PSI Site

After you have applied for and paid for a PSI exam on the NHA Now Web site, you must locate a testing center in your area and schedule a date and time for your exam.

There are three easy steps to scheduling an NHA Exam on the PSI Web Site:

- [Create a PSI account](#) – You must create a new user account on the PSI Web site.
- [Locate your exam applications](#) – Find the exams you applied for and paid for on the NHA Now Web site. You will need your NHA Eligibility Number to enable PSI to locate your exam applications. If you do not know your NHA Eligibility number, click [here](#) to access the directions on page 3 of this guide.
- [Schedule your exam\(s\)](#) – Find a testing center in your area and schedule a date and time for your exam(s).

### Create a PSI account

psi Exams Online

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**Welcome to PSI Exams online**

Discover an easy to use, paperless, and interactive approach to expedite your examination process.

**PSI News**

With the ability to schedule your examination at a convenient time as soon as possible.

**Testrac Candidates** [CLICK HERE to login to your account using the information provided to you in an email notification from PSI.](#)

**The PSI Customer Service Center is now open on Sundays. The hours of operation, to speak to a live Customer Service Agent are Monday - Friday 4:30 am - 7:00 pm Pacific Time; Saturday - Sunday 6:00 am -**

**Find Information or Download Candidate Information Bulletin**

We offer a variety of services for Real Estate, Insurance, Construction, Barber, Cosmetology and other professional licenses and certifications.

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**Check Available Appointment Dates Before You Register**

[Click here](#) to check for available appointment times and locations before you register and provide payment.

**New Users**

You can:

- » **Create an account**
- » Register for an examination
- » Schedule an examination

**Returning Users**

**Sign in**

Email Address:

Password:

Start in:

[ [Forgot Password?](#) ]  
[ [Update email address](#) ]

If you do not have an account, please click the below link:  
[ [Create an Account](#) ]

**View the Examination Tutorial**

[Click here](#) to view the PSI Examination Tutorial.

Navigate to [www.psiexams.com](http://www.psiexams.com).

On the PSI Exams Online Home page, in the **New Users** section, click **Create** an account.

Rev. 08/16  
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**Create an Account**

To create a PSI account, provide the following information. The PSI account allows you to register, schedule and take practice tests that are licensed by various authorities who are PSI partners. If you have created an account already, [log on](#) now.

Fields indicated with an asterisk (\*) are mandatory.

**Step 1**

**Your Details**

Email Address:\*

First Name:\*  Last Name:\*

Middle Name:  Generation(Jr.,Sr.,etc.):

If you have previously contacted a PSI Customer Support representative and paid for an examination, or you believe that your licensing or certification agency has provided PSI with eligibility information for you, Please check the box below:

Check here to attempt to locate existing records for you in the system.

**Step 2**

**Enter a password for your account and select your security question and answer.**

Create a password:\*

Retype your password :\*

Choose a Security Question :\*

Security Answer :\*

PSI's password rules:

1. Must be between 8 - 32 characters long.
2. Must contain at least one uppercase and lowercase letter.
3. Must contain at least one number and special character. Allowed special characters: @, %, +, \, /, ' , !, #, \$, ^, ? , : , ; , ( , ) , { , } , [ , ] , ~ , \_ , -
4. Password cannot contain words from any part of the email address.

On the Create an Account page, complete all the required fields marked with an asterisk (\*).

Select the check box to **Check here to attempt to locate existing records for you in the system.**

When you are finished entering your information, click **Submit.**

### Locate your exam applications

#### Welcome to your PSI Home Page!

You can select the following options under **My Tasks** on the right hand menu:

- Register test - allows you to register for a test.
- Schedule test - allows you to schedule a test and to select the testing center.
- Reschedule test - allows you to reschedule a test appointment.
- Apply for retest - allows you to apply for retest if you have failed in your previous test.
- Pay for the test - allows you to pay for the test online.
- Duplicate score report- allows you to apply for a duplicate score report of the exam that you have passed.

You can maintain your personal account information by selecting the following options under **User Info** :

- Change personal profile - allows you to change and update your demographics information.
- Change login details - allows you to change your Email address & password.

Your PSI Home page displays.  
 Click **View all my activities** to locate any exams you have scheduled.

[View all my activities](#)

#### Account Activity

If there are no activities displayed on this page, please click the button below to provide additional information so that we can locate your records:

[Find My Records](#)

##### Registered records

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
NO ACTIVITIES FOUND				
<a href="#">Register for a test</a>				

##### Scheduled records

Test Name	Sponsor	Portion Name(s)	Schedule Date / Start Time	Confirmation No.	Status
NO ACTIVITIES FOUND					

Click **Find my Records** to perform an additional search for your registrations.

#### Find Record

##### Select Organization

Certification/Professional Associations ▾

##### Select Sponsor Name

National Healthcareer Association (NHA)

From the *Organization* list, select **Certification/Professional Associations**.  
 From the *Select Sponsor Name* list, select **National Healthcareer Association (NHA)**.

Enter your NHA\_ID\_Number

Submit Cancel

In the *Enter your NHA ID Number* field, enter your NHA Eligibility Number. Your NHA Eligibility Number is required to enable PSI to locate your exam applications.

- If you do not know your NHA Eligibility Number, log in to your NHA account, click **My Applications**, and review your application information. When your exam application is authorized, your NHA Eligibility Number is automatically assigned.
- If you do not have any applications, you must apply for and pay for the exam(s) on the NHA Now Web site ([www.nhanow.com](http://www.nhanow.com)).

Certified EKG Technician  
Location: PSI  
Eligibility Number A93918174  
Please schedule with  
(<https://candidate.psiexams.com>  
or 1-833-537-1330)  
You are eligible to take this exam between  
01/20/2017 and 07/18/2017

Schedule your exam(s)

Registered records

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
Certified EKG Technician (CET)	Certified EKG Technician (CET)	National Healthcareer Association (NHA)	03/20/2013	Schedule for a test

Scheduled records

Test Name	Sponsor	Portion Name(s)	Schedule Date / Start Time	Confirmation No.	Status
NO ACTIVITIES FOUND					

Past activity (last 10 records)

Test Name	Sponsor	Tested Date	Portion (Result)	Status
NO ACTIVITIES FOUND				

All the exams you are registered for display under *Registered records*.  
Locate the exam you want to schedule and click the associated **Schedule for a test** button.

How to Schedule an Exam on the PSI Site

Select Test Center ➔ Select Date & Session ➔ Confirmation

Test does not support multiple sessions, so portions have to be scheduled together.

Use this feature as a general guideline to plan your test schedule. Test center availability is on a first-come, first-served basis. The available test dates and time are displayed in real time. We do not guarantee the availability of your preferred test when you choose to pay and schedule for your examination.

Exam:	Certified EKG Technician (CET)
Sponsor:	National Healthcareer Association (NHA)
NHA_ID_Number:	A84463073
Candidate Name:	Joe Sample

**• If there are no dates available, please call 800-733-9267 for assistance.**

Test does not support multiple sessions, so portions have to be scheduled together.

**Test Portion**

Certified EKG Technician (CET)( 110 minutes )

**Test Center Selection**

Country: USA Zip or City: Start typing Zip code or City name Search

Continue Cancel

You have been successfully scheduled for the National Healthcareer Association (NHA) Certified EKG Technician (CET) Exam

If you wish to cancel, modify your appointment or download the Candidate Information Bulletin, please visit our website at [www.psiexams.com](http://www.psiexams.com)

Your confirmation number is J10820071.

Exam Details

Date: January 31, 2017

Start Time: 1:00 PM (hh:mm) Please arrive 30 minutes prior to your scheduled start time.

Test Center Address: 8001 College Blvd  
Suite 285  
Overland Park, Kansas 66210

Directions: From Kansas City Continue on I-70 W. Take I-435 S, I-35 S and US-69 S/Overland Pkwy to Antioch Rd in Overland Park. Take the Interstate 435 E/West 103rd Street exit from US-69 S/Overland Pkwy. Continue on Antioch Rd. Drive to College Blvd. Use the right 2 lanes to turn right onto Antioch Rd. Use the left 2 lanes to turn left onto College Blvd. From Lawrence: Follow Connecticut St. Barker Ave and E 23rd St to KS-10 E/N 1400 Rd. Continue on KS-10 E to Overland Park. Take exit 81 from I-435 E. Use any lane to turn left onto College Blvd.

Enter your Zip code or city to locate testing centers in your area.

Select a location from the list.

Click **Continue** to view exam availability.

Select an exam date and time.

Confirm your selection.

You should receive e-mail confirmation from PSI when your scheduling is complete.

If do not receive an e-mail confirmation, contact PSI at the number listed below:

**1-833-537-1330**

[Go back to the top](#)