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

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

View all my activities

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

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

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

Submit  Cancel

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

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).

Schedule your exam(s)

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.
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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**

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