

*Must occur prior to **24 hours ahead** of currently scheduled exam to prevent forfeiting your exam fees

Step 1: You should have access to the NHA site by clicking the link from within PTU after attesting to your selection

[Login / Account](#)

Step 2: Select **My Exam Applications** from the left-hand side of the screen

APPLICATIONS

[My Exam Applications](#)

[Apply for Exam](#)

[Exam Results](#)

Step 3: Select the orange **Schedule with PSI** button

*This page gives you all the details of your scheduled PSI exam. Take note of the date, time, and time zone.

PSI BOOKING DETAILS

Registration Details
Booking Status: Scheduled
Booking Code:
Eligibility Number:
Candidate ID:
Registered First Name:
Registered Last Name:
Registered Middle Name:

Exam details
Delivery Mode: Remote Proctored
Exam Date:
Timezone:
Location Name: N/A
Location Address:
N/A

[Schedule with PSI](#)



Step 4: Select the **View Details** button to see all the information regarding your exam

- This will route you outside of the NHA portal, but no new login will be required.

- Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)
- You can only launch the exam within 30 minutes of your appointment time.

[Launch Exam](#)

[View Details](#)

Best Practice: If you are testing remotely, you should run a compatibility check as soon as possible from this page.

Step 5: If there is more than 24 hours before your scheduled exam, you can choose to **Reschedule**- this will re-launch the Schedule with PSI process

For more on this, see the **How To resources on scheduling your exam from your NHA login home screen.*

[Print Acknowledgement](#)

[Reschedule](#)

[Launch Exam](#)

[Cancel Schedule](#)

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