

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 the **green banner** at the top to schedule your exam then choose **Schedule with PSI**

You have an unscheduled application with PSI.
Click here to schedule

Schedule with PSI

Step 3: Select **Schedule Exam** and then choose a **delivery mode**
-Options will be

- Test Center *(move on to step 4)*
- OR
- Remote Online Proctored Exam *(skip to step 7)*

1

Schedule Exam

View Details

Select a delivery mode for scheduling

Delivery mode

☐ Test Center

☐ Remote Online Proctored Exam

Cancel

Continue

2

Step 4: Select **Testing Center** and press Continue

Please select a delivery mode for scheduling

Delivery mode

☐ Test Center

☐ Remote Online Proctored Exam

Cancel

Continue

Step 5: For the **Test Center** option select Country, City/Postal Code and Month and then click **Search Exam Center**

Find Test Location

I have a Test Center Code

Country

United States of America

Enter City / Postal Code

954 E Dryden St, Glendale, I

Preferred Month

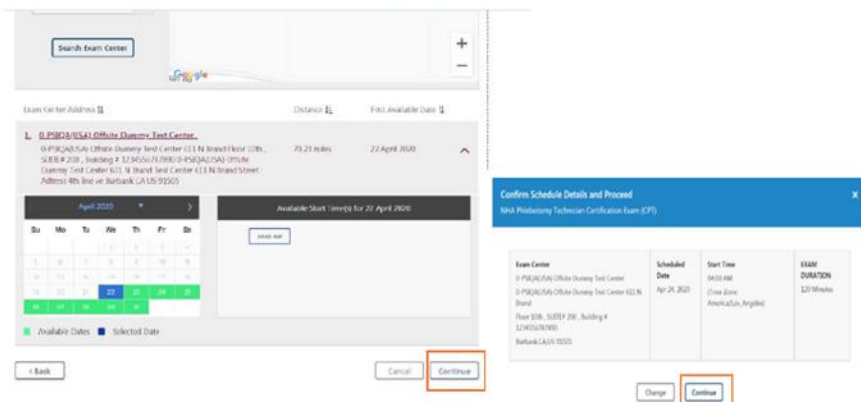
April 2020

Search Exam Center



Step 6: Select the Testing Center, Date and Time; once selections are made click **Continue**

- Verify test center, date, time and then click **Continue**

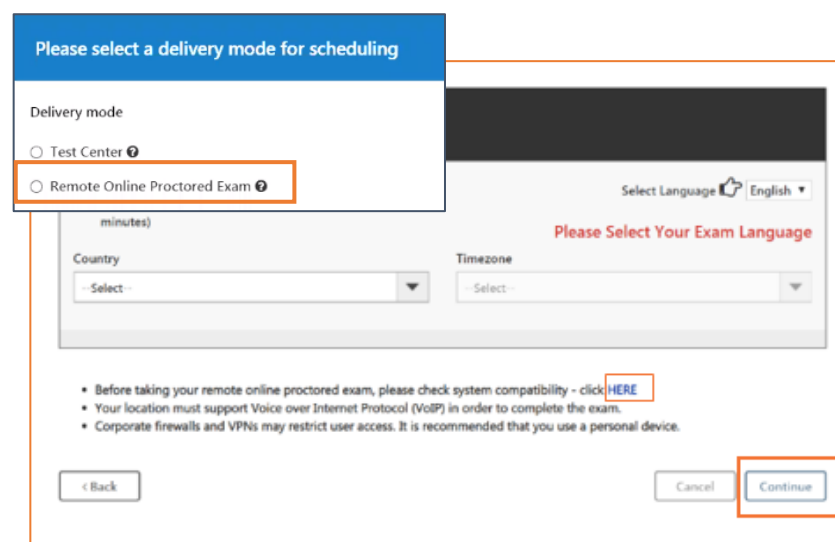


The screenshot shows the 'Search Exam Center' interface. It includes a search bar, a list of exam centers, a calendar for April 2020, and a confirmation screen for the 'Nisk Professional Technician Certification Exam (CPT)'. The confirmation screen shows the exam center, scheduled date, start time, and exam duration. The 'Continue' button is highlighted with a red box.

Step 7: For the **Remote Online Proctored Exam** option, once chosen select Country and Time Zone, then **Continue**

- Time Zone will be based on **major regional states/cities in your area**
- Choose an option in your known time zone: *Example: America/Indiana/Indianapolis*

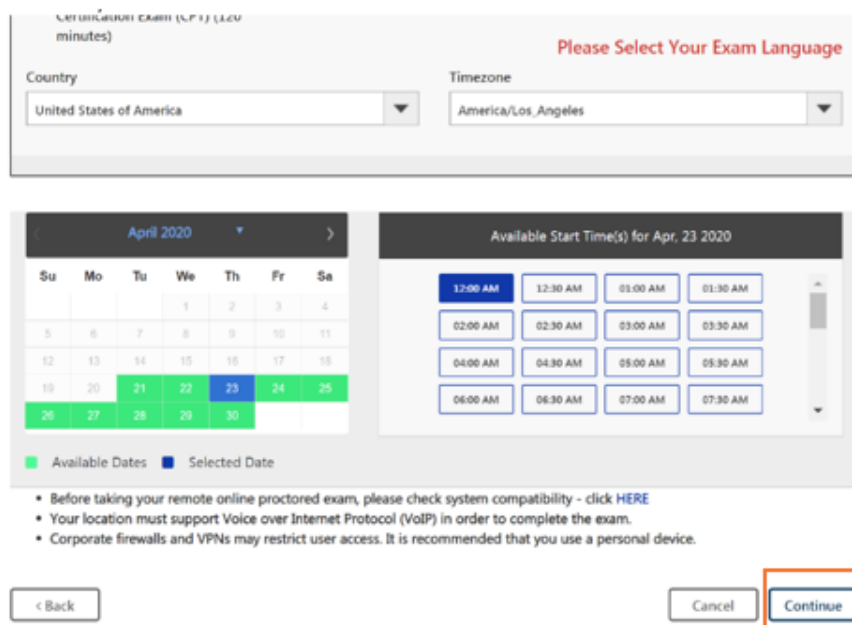
*You can perform a system check before scheduling by clicking [here](#)



The screenshot shows the 'Please select a delivery mode for scheduling' screen. The 'Remote Online Proctored Exam' option is selected. Below this, there is a language selection screen with 'English' selected. The 'Continue' button is highlighted with a red box.

Step 8: Select Date and Time and then **Continue**

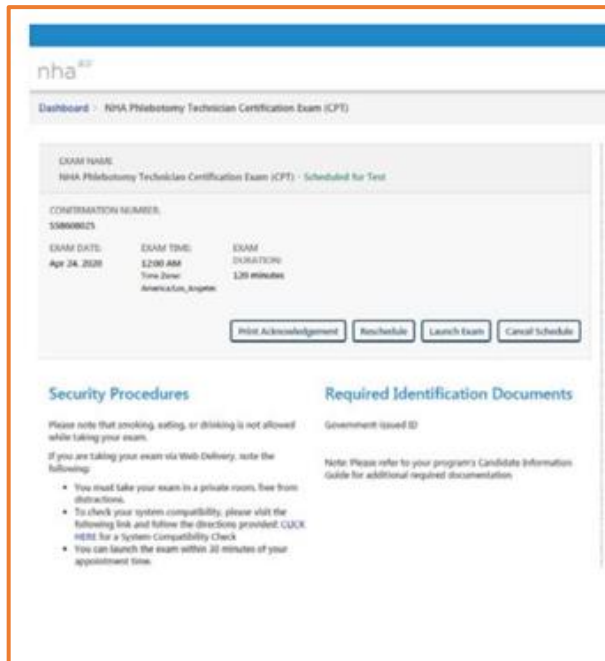
- **PSI has 24-hour options for scheduling**
- Be aware of the time marking **AM or PM** for your selection
- For all Web Delivered exams, the date and time slots available to schedule start 24 hours ahead of candidate's current time



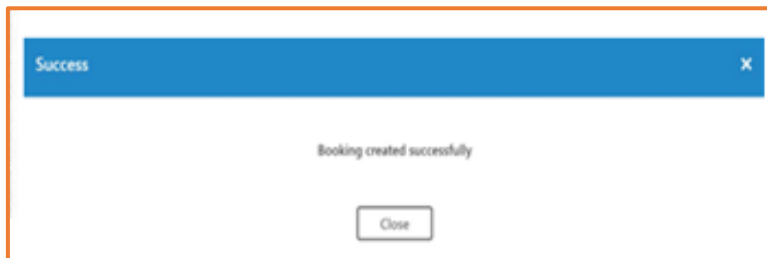
The screenshot shows the exam scheduling interface. It includes a calendar for April 2020, a time selection screen, and a confirmation screen. The 'Continue' button is highlighted with a red box.

Step 9: For both Delivery Modes, there will be

- A visual confirmation of schedule success
- Email confirmation
- An **Exams Details Page** that allows you to review exam procedures and requirements before your exam date
- The option to reschedule or cancel if needed **Must be completed at least 24-hours ahead of scheduled exam time*



The screenshot shows the NHA dashboard for the Phlebotomy Technician Certification Exam (CPT). It displays the exam name, confirmation number (58888825), exam date (Apr 24, 2020), exam time (12:00 AM), and exam duration (120 minutes). Below this, there are buttons for 'Print Acknowledgment', 'Reschedule', 'Launch Exam', and 'Cancel Schedule'. The page also includes sections for 'Security Procedures' and 'Required Identification Documents'.



The screenshot shows a blue success message dialog box with the text 'Success' and a close button (X). Below the dialog box, a message states 'Booking created successfully' with a 'Close' button.