

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

**Step 2:** Select the **green banner** at the top to schedule your exam then choose **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*)

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

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

**Login / Account**

You have an unscheduled application with PSI.  
[Click here to schedule](#)

**Schedule with PSI**

1

Schedule Exam

View Details

2

select a delivery mode for scheduling

Delivery mode

Test Center

Remote Online Proctored Exam

Cancel Continue

Please select a delivery mode for scheduling

Delivery mode

Test Center

Remote Online Proctored Exam

Cancel Continue

Find Test Location

I have a Test Center Code.

Country: United States of America

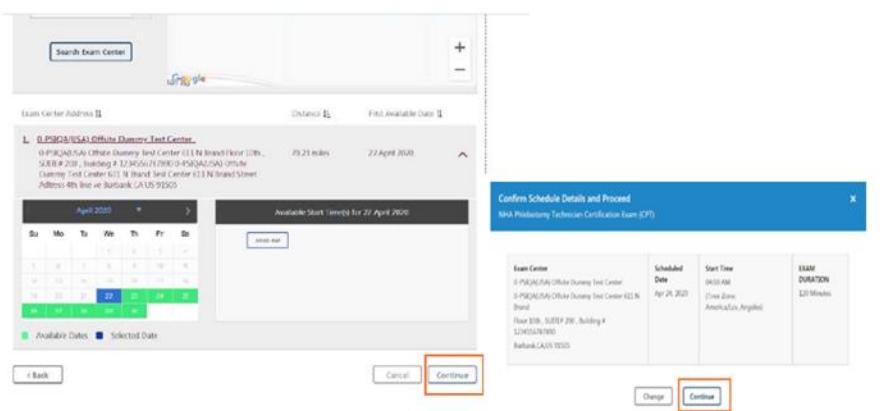
Enter City / Postal Code: 854 E Dryden St, Glendale, AZ

Preferred Month: April 2020

Search Exam Center

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

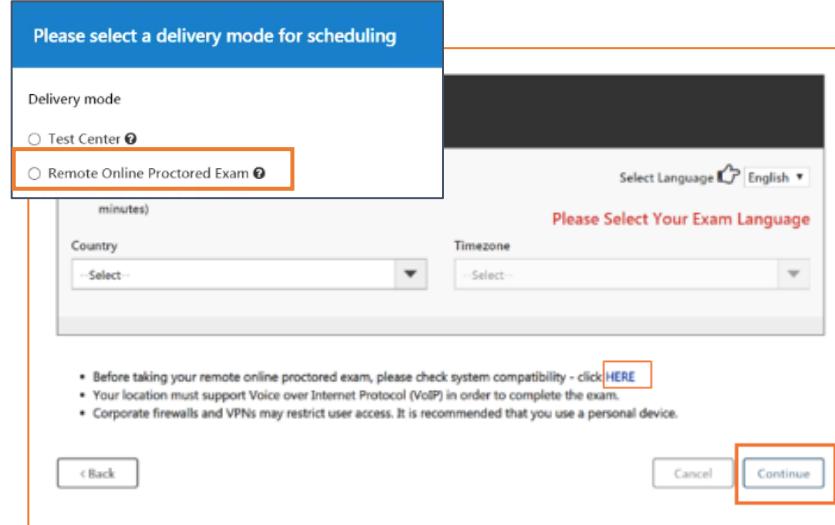
- Verify test center, date, time and then click **Continue**



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

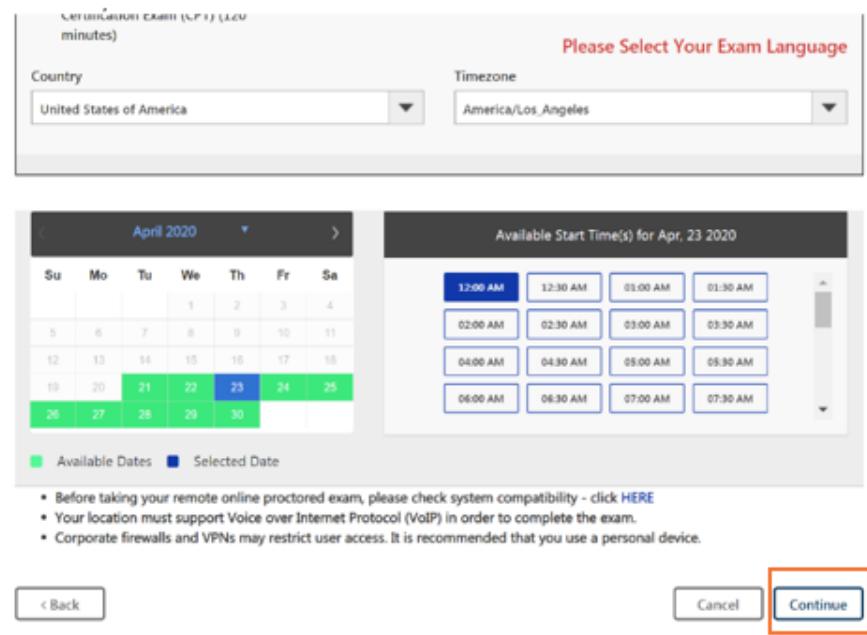
- Time Zone will be based on **major regional states/cities in your area**
- Choose an option in your known time zone: *Example: America/Indiana/Indianapolis*

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



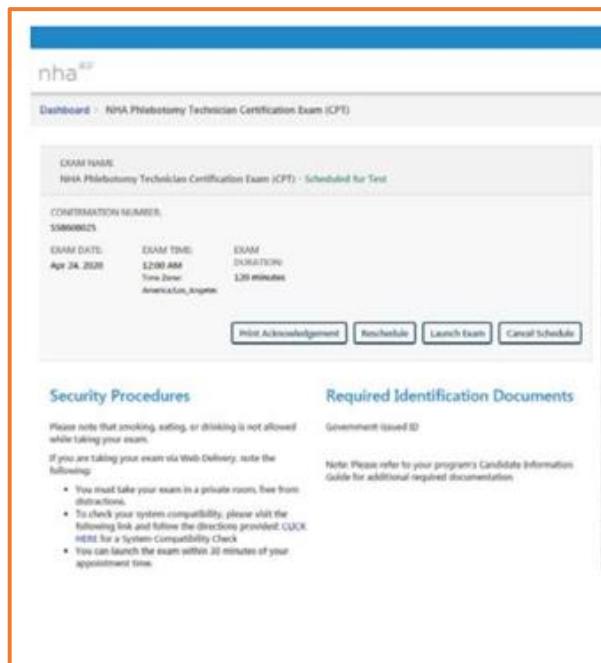
**Step 8:** Select Date and Time and then **Continue**

- **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

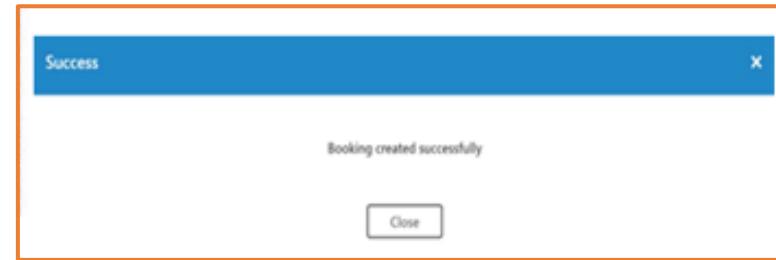


**Step 9:** For both Delivery Modes, there will be

- 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 Phlebotomy Technician Certification Exam (CPT) dashboard. At the top, it displays the exam name: "NHA Phlebotomy Technician Certification Exam (CPT) - Scheduled for Test". Below this, the confirmation number is listed as "558000023". The exam date is "Apr 24, 2020", the time is "12:00 AM", the time zone is "America/Chicago", and the duration is "120 minutes". At the bottom of the dashboard, there are buttons for "Print Acknowledgement", "Reschedule", "Launch Exam", and "Cancel Schedule".



The screenshot shows a "Success" message box with a blue header. The main content area says "Booking created successfully". At the bottom right is a "Close" button.