

*Not applicable for Remote Proctored Exams

Note: To group schedule with PSI, Candidates must have completed their NHA exam applications. It's best to engage the group scheduling team at least one month before the desired testing date.

Step 1: Log into your NHA administrative account at [NHANOW.com](https://nhanow.com)

Login / Account ▼

Step 2: Under Candidates in your left-hand side navigation locate **View Exam Applications**

CANDIDATES

Send Account Invites


View Exam Applications

View Exam Results

Step 3: Under **Third Party Applications**, set your filters to view your current group

- Starting Created Date should filter out any older applications

Third-Party Applications

Starting Created D: 

Certificat...

Exam Dat

Step 4: Locate the candidate **Paper/Pencil ID** for the appropriate candidates

Paper/Pencil ID

User Name ▲

A907

A907

A907

Step 5: Contact PSI's Group scheduling by emailing them the information on the right at Groupscheduling@psionline.com

- PSI will determine if the request can be accommodated and communicate those details back to you
- PSI will work with you to offer alternative dates and times as needed
- A minimum of 5 students is required to request a group scheduled exam
- Candidates will receive a confirmation email with the exam date/time/location

In the email please include:

Name of the Exam Organization	National Healthcareer Association (NHA)
Exam Name	<i>Example: CCMA</i>
Number of candidates that will need to test	(must be at least 5 candidates)
First/Last Names and NHA Candidate Test IDs of the candidates that will be testing	<i>Example:</i> <i>Marvin Middleton</i> <i>A9123456</i> <i>Katie Kandoo A9912345</i>
Testing Location	Locations can be found here: PSI Location Openings
Desired Date/Time/Time Zone	

Not applicable for testing with Live Remote Exams.