

Group Scheduling with PSI Exams*

*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

Login / Account

<u>Step 2:</u> Under Candidates in your left-hand side navigation locate <u>View Exam</u>
<u>Applications</u>

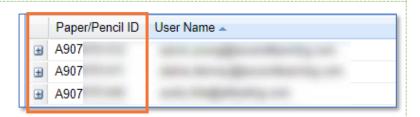


Step 3: Under **Third Party Applications**, set your filters to view your current group

 Starting Created Date should filter out any older applications



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



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

Not applicable for testing with Live Remote Exams.