

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

\*See [How to Apply for a PSI Exam](#) if you have not already applied for your exam

Login / Account

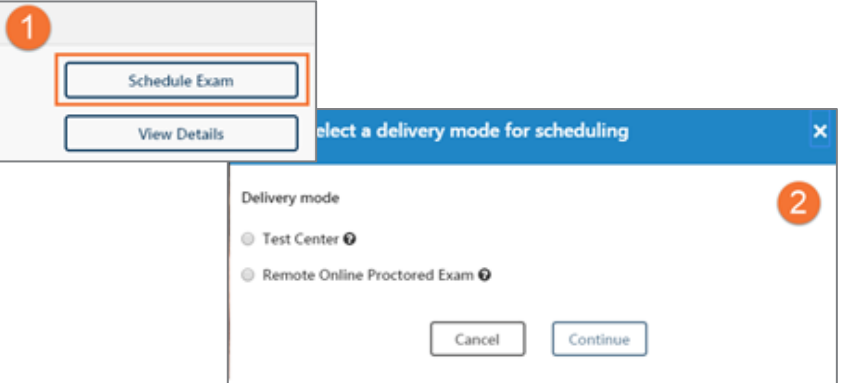
**Step 2:** Select the **green banner** at the top to schedule your exam then choose **Schedule with PSI**

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)*



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

Please select a delivery mode for scheduling

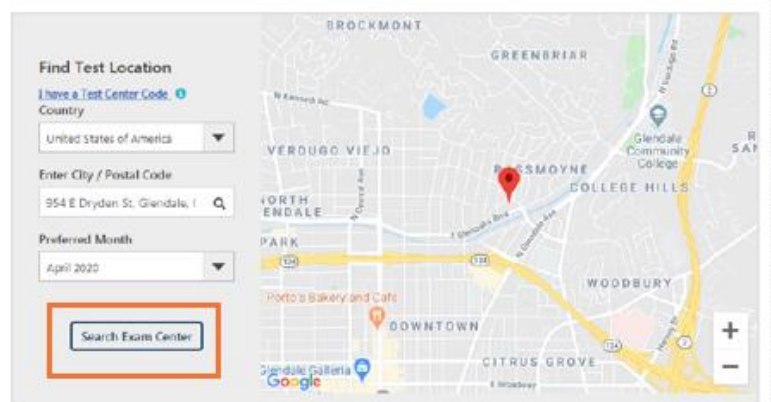
Delivery mode

- ☒ Test Center
- ☐ Remote Online Proctored Exam

Cancel

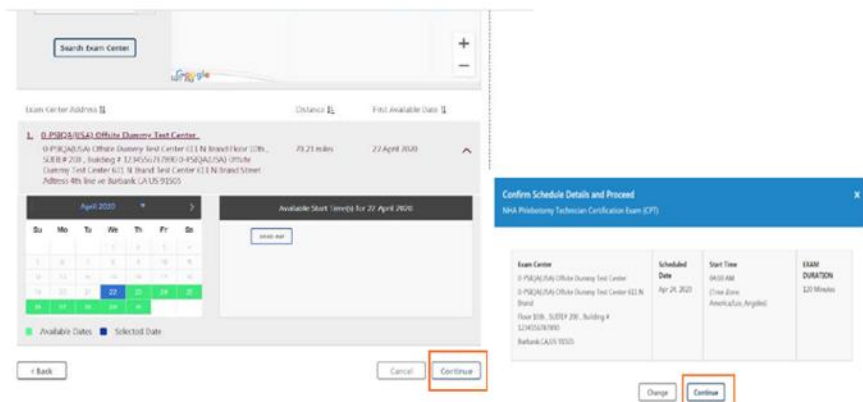
Continue

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



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

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

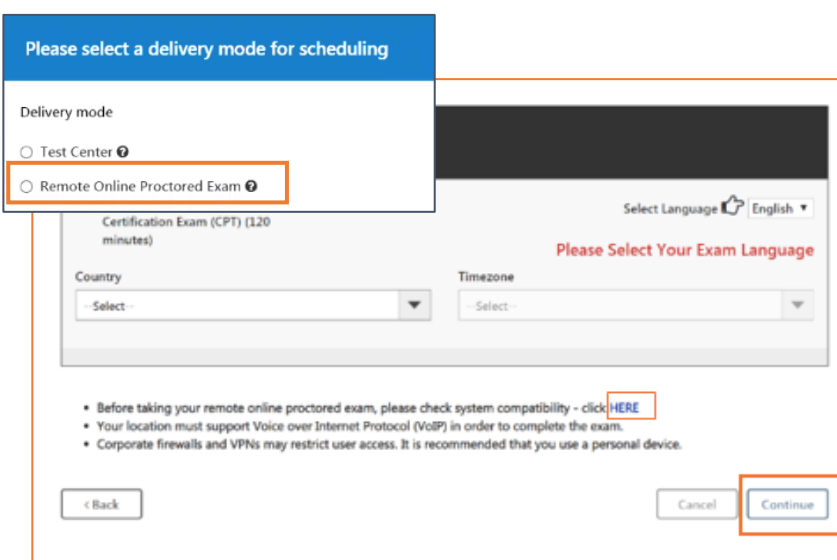


The screenshot shows the 'Search Exam Center' section with a list of centers. Below it is a calendar for April 2020 with the 23rd selected. To the right is a 'Confirm Schedule Details and Proceed' box for the 'Nisk Professional Technician Certification Exam (CPT)' with details like Exam Center, Scheduled Date (Apr 23, 2020), Start Time (08:00 AM), and Exam Duration (120 Minutes). 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*

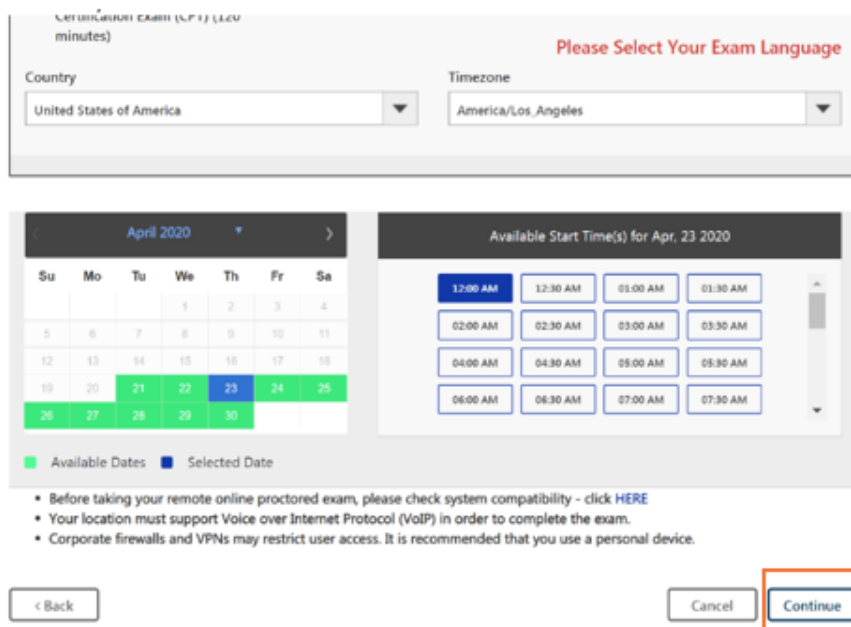
\*You can perform a system check before scheduling by clicking [here](#)



The screenshot shows the 'Please select a delivery mode for scheduling' screen. The 'Remote Online Proctored Exam' option is selected and highlighted with a red box. Below it are fields for 'Country' (set to 'United States of America') and 'Timezone' (set to 'America/Los\_Angeles'). A red text prompt says 'Please Select Your Exam Language'. At the bottom, the 'Continue' button is highlighted with a red box.

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

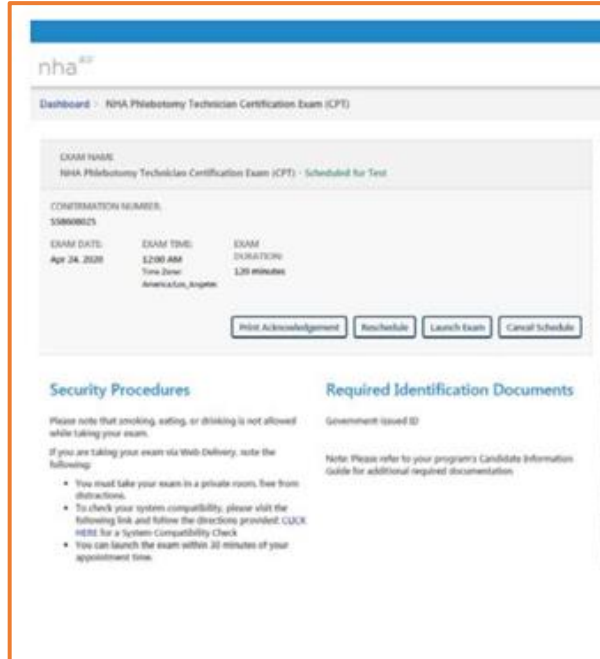
- **PSI has 24-hour options for scheduling**
- Be aware of the time marking **AM or PM** for your selection
- For all Web Delivered exams, the date and time slots available to schedule start 24 hours ahead of candidate's current time



The screenshot shows the 'Please Select Your Exam Language' screen. It has fields for 'Country' (set to 'United States of America') and 'Timezone' (set to 'America/Los\_Angeles'). Below is a calendar for April 2020 with the 23rd selected. To the right is a list of 'Available Start Time(s) for Apr. 23 2020' with slots from 12:00 AM to 07:30 AM. 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*



Dashboard : NHA Phlebotomy Technician Certification Exam (CPT) · Scheduled for Test

EXAM NAME  
NHA Phlebotomy Technician Certification Exam (CPT) · Scheduled for Test

CONFIRMATION NUMBER:  
58888825

EXAM DATE:	EXAM TIME:	EXAM DURATION:
Apr 24, 2020	12:00 AM Time Zone: America/Los_Angeles	120 minutes

[Print Acknowledgment](#)
[Reschedule](#)
[Launch Exam](#)
[Cancel Schedule](#)

**Security Procedures**

Please note that smoking, eating, or drinking is not allowed while taking your exam.

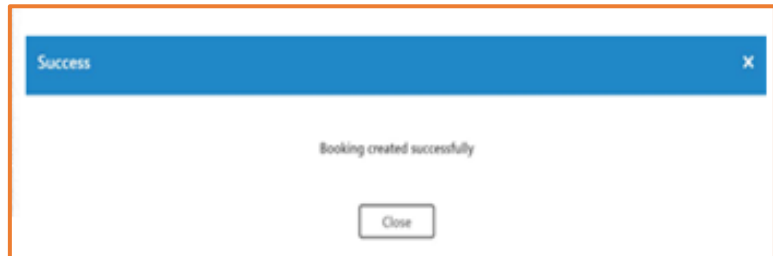
If you are taking your exam via Web Delivery, note the following:

- You must take your exam in a private room, free from distractions.
- To check your system compatibility, please visit the following link and follow the directions provided: [CLICK HERE for a System Compatibility Check](#)
- You can launch the exam within 20 minutes of your appointment time.

**Required Identification Documents**

Government issued ID

Note: Please refer to your program's Candidate Information Guide for additional required documentation.



Success

Booking created successfully

Close