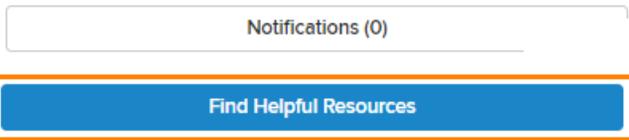
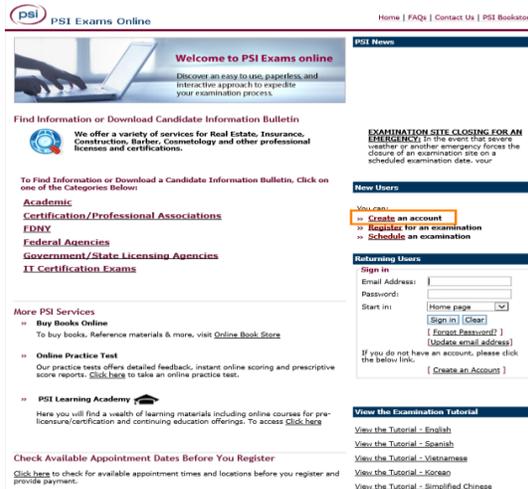


Step 1: Ensure that you have **Applied** for an exam by following the **How to Apply for an exam When Testing Third Party (PSI)** document in your *Find Helpful Resources*.



Step 2: Create a PSI account at PSIEXAMS.com under New Users, left side of homepage.

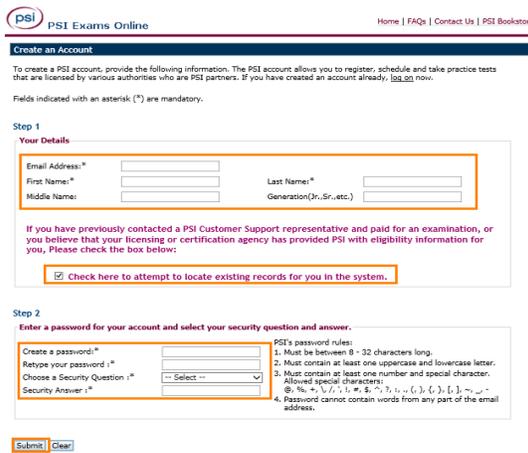
- If you have already registered and created an account on the PSI webpage, type in your email address and password.



Step 3: On the Create an Account page, complete all the fields marked with an asterisk (*)

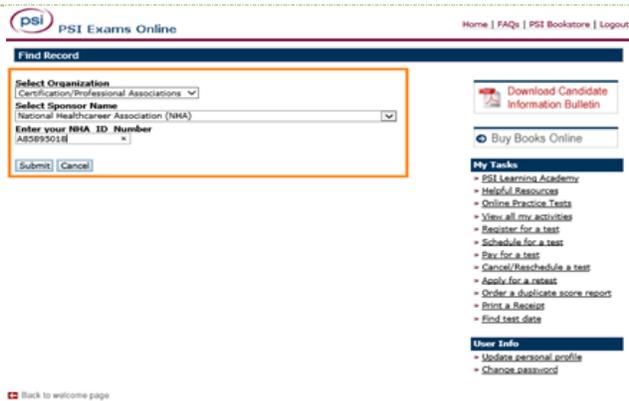
- Make sure to check the box next to **Check here to attempt to locate existing records for you in the system**

Click **SUBMIT** when you are finished entering all information.



Step 4: Choose **Certification/Professional Associations** from Organization, **National Healthcareer (NHA)** from Sponsor Name and include your **NHA ID Number** before clicking on **SUBMIT**.

- Your NHA ID number is your Eligibility Number and can be found on your NHA confirmation email.



Step 5: All exams you are registered for will be displayed under **Registered records**, choose **Schedule for a test**.

PSI Exams Online Home | FAQs | PSI Bookstore | Logout

Account Activity

If there are no activities displayed on this page, please click the button below to provide additional information so that we can locate your records:

Find My Records

Registered records

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
NHA Phlebotomy Technician (CPT) Certification Exam	NHA Phlebotomy Technician (CPT) Certification Exam	National Healthcareer Association (NHA)	04/18/2020	Schedule for a test
NHA Billing and Coding Specialist (CBCS) Certification Exam	NHA Billing and Coding Specialist (CBCS) Certification Exam	National Healthcareer Association (NHA)	12/02/2018	Register Again

Step 6: Enter your **Zip or City**, choose the location and **Continue**.

Test Center Selection

Country: USA Zip or City: 07843, Hopatcong, NJ Search

Choose one or more test centers, then click the 'Continue' button to view available dates for scheduling:

Distance	Test Center Name	Address
<input checked="" type="checkbox"/> 15.3 miles	PARSIPPANY	239 New Road, Suite A-203, Parsippany, New Jersey, 07054
<input type="checkbox"/> 22.0 miles	NEW PROVIDENCE	Murray Hill Office Center, 571 Central Avenue, Suite 117, New Providence, New Jersey, 07974
<input type="checkbox"/> 30.8 miles	Lyndhurst- K and M Testing Center	155 Park Ave-Ste 104, Lyndhurst, New Jersey, 07071
<input type="checkbox"/> 30.8 miles	ROCHELLE PARK	365 W. Passaic St, Suite 180, Park behind building and use rear entrance, for best access to the test center, Rochelle Park, New Jersey, 07662
<input type="checkbox"/> 33.4 miles	SECAUCUS	110-B Meadowlands Parkway, Suite 204, Secaucus, New Jersey, 07094

1 2 3 4 5 6 Next 1 - 5 of 30

Continue Cancel

Step 7: Select an **Exam Date and Time** and **Confirm**.

- You will receive an email from PSI confirming your schedule details along with directions and test instructions.

Test Center	Available Date	Start Time
<input checked="" type="radio"/> PARSIPPANY, New Jersey	11/06/2019	6:30 PM
<input type="radio"/> PARSIPPANY, New Jersey	11/07/2019	6:00 PM
<input type="radio"/> PARSIPPANY, New Jersey	11/08/2019	9:00 AM

Schedule

Message from webpage X

Selected test center: PARSIPPANY, New Jersey

Schedule date: 11/06/2019

Start time: 6:30 PM

Click 'Ok' button to confirm this schedule.

Don't let this page create more messages OK Cancel

*** You must arrive at the test center 30 minutes before the start of your scheduled time or you forfeit your examination fees and will not be allowed to take your scheduled examination.***

For additional questions, please contact us via [Live Chat](#) at nhanow.com.