How to Apply for an NHA Exam Through PSI

Step 1: Log into your Candidate account at **NHANOW.com.**

- See How to Create an NHA Account if you need assistance creating an account. Make sure your Organization Type is set to Registering Individually.

| Shop | Help Center | My Account | **Login or Create Account** | 🔍 |

Step 2: Select **Apply** on the left side of your page under Applications.

APPLICATIONS
📄 My Applications
👆 Apply

Step 3: Under **Choose an exam** select the certification type and make sure you are currently registering individually.

- If an institution is listed, click **Update Institution** to edit your account.

Choose an exam

Current Institution: NHA Demo Update Institution

Step 4: Read the Attestation and if applicable **Agree** to the terms at the bottom of the page.

- If you cannot agree to the terms you may not be eligible to sit for the exam.

Attestation

Agree   Disagree

Step 5: Answer the prerequisite question and choose **Register for Another Exam** or **Checkout**.

↻ Register for Another Exam   🛒 Checkout

Step 6: On the Checkout page verify your Basic/Billing information and then click the tab at the bottom of the page.

Continue Checkout

Step 7: Provide payment type as needed and click **Purchase Items** and **return to account dashboard**.

Purchase Items

Please click here to return to your account dashboard

Step 8: Select **Apply** on the left side of your page under Applications and then **Schedule with PSI**.

- See How to Schedule an Exam at PSI if you need assistance scheduling your exam.

APPLICATIONS
📄 My Applications
👆 Apply

📅 Schedule with PSI

For additional questions, please contact us via **Live Chat** at nhanow.com.

Step 1: Log into your Candidate account at **NHANOW.com** and select **Apply** on the left side of the page under Applications and then choose **Schedule with PSI**.

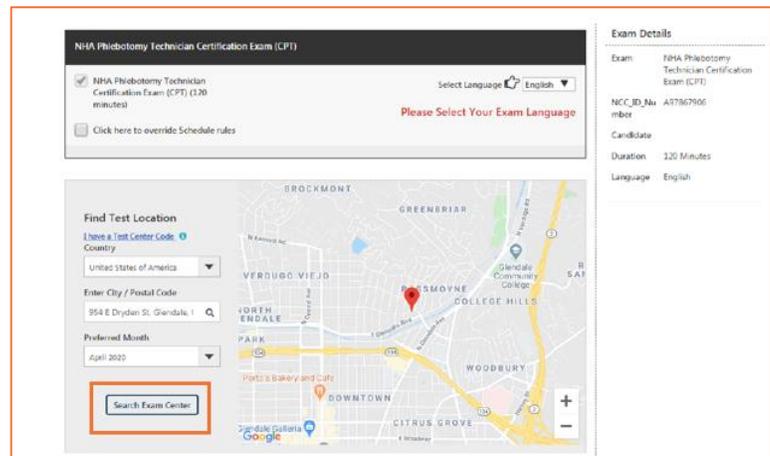*See How to Apply for a PSI Exam if you have not already applied for your exam.

Step 2: Select **Schedule Exam** and then choose **delivery mode**.

- Options will be Test Center or Remote Online Proctored Exam.
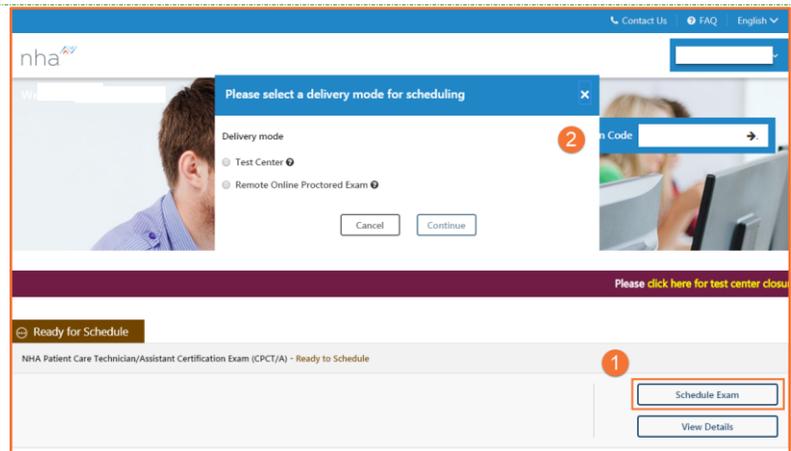
Step 3: For the **Test Center** option select Country, City/Postal Code and Month and then click **Search Exam Center**.

Step 4: Select the Testing Center, Date and Time; once selections are made click **Continue**.

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

Step 5: For the **Remote Online Proctored Exam** option select Country and Time Zone, then **Continue**.

*You can perform a system check before scheduling by clicking **here**.

Step 6: Select Date and Time and the **Continue**.

- For all Web Delivered exams, the date and time slots begin at 24 hours ahead of candidate's current time.

Step 7: For both Delivery Modes, there will be a visual confirmation of schedule success, email confirmation and an **Exams Details Page** that allows you to review exam procedures/requirements before your exam date or reschedule/cancel if needed.

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*See How to Create an Account if you need assistance creating an account.

| Shop | Help Center | My Account | Login or Create Account | 🔍 |

Step 2: Select **Apply** on the left side of your page under Applications.

APPLICATIONS

📄 My Applications

👆 Apply
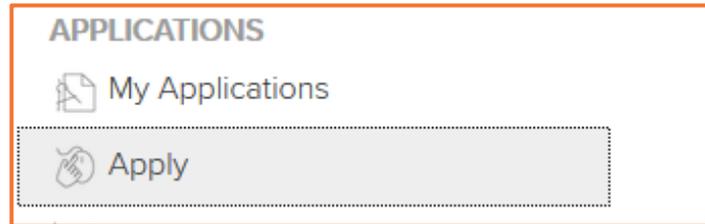
Step 3: Under **Choose an exam** select the certification type and making sure you are currently registering with your institution.

- If your institution is not listed, click **Update Institution** to edit your account to reflect the correct institution or employer.

Choose an exam

Current Institution: NHA Demo **Update Institution**

Certified Billing and Coding Specialist (CBCS)

Certified Clinical Medical Assistant (CCMA)

Certified Electronic Health Record Specialist (CEHRS)

Certified EKG Technician (CET)

Certified Phlebotomy Technician (CPT)

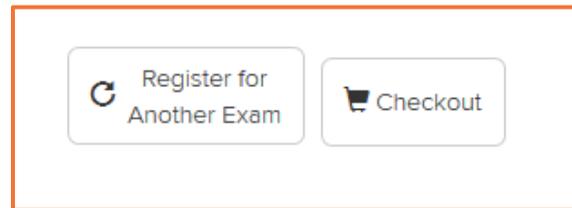ExCPT Pharmacy Technician (ExCPT)

Step 4: Read the **Attestation** and if applicable **Agree** to the terms at the bottom of the page.

*If you cannot agree to the terms you may not be eligible to sit for the exam.
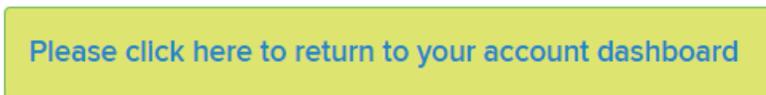
Attestation

Agree   Disagree

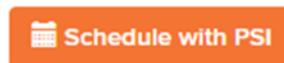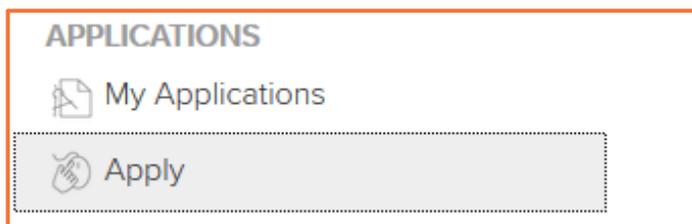|	
Step 5: Answer **Prerequisite Questions** then choose **Register for Another Exam** or **Checkout**.	
Step 6: On the **Checkout** page verify your Basic/Billing information and then click the **Continue Checkout** tab at the bottom of the page.	Continue Checkout
Step 8: Provide payment type as needed and click **Purchase Items** and **return to account dashboard**.	Purchase Items Please click here to return to your account dashboard
Step 9: Select **Apply** on the left side of your page under Applications and then **Schedule with PSI**. • It may take up to 2 days for your institution to approve your application. *See <u>How to Schedule an Exam at PSI</u> if you need assistance scheduling your exam	APPLICATIONS My Applications Apply 📅 Schedule with PSI
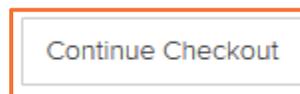
For additional questions, please contact us via **Live Chat** at nhanow.com.

How to Approve a Third-Party Roster

Step 1: Log into your Instructor/Director account at **NHANOW.com**.

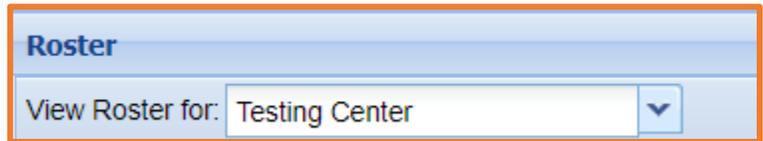| Shop | Help Center | My Account | Login or Create Account | 🔍 |

Step 2: Select **Rosters** in the lower left-hand corner of the Dashboard.

- A system generated email will be sent to let you know that a candidate is on your third-party roster and awaiting your approval. You must approve or reject within 2 business days.

EXAMS
Request New Exam
Upcoming Exams
Rosters
Proctor Exams
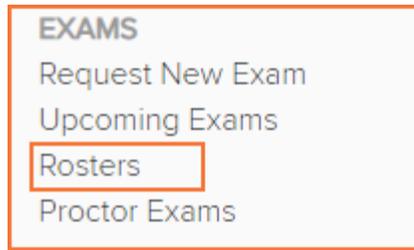
Step 3: Select **Testing Center** from the listed options under the **View Roster for:** drop down.

Roster

View Roster for: Testing Center ▼

Step 4: Select the **box** on the left-hand side of the candidate's name.

Roster

View Roster for: Testing Center ▼

| ☐ | Type | First Name | Last Name ▲ |
| ⊞ ☑ | **CBCS** | | |
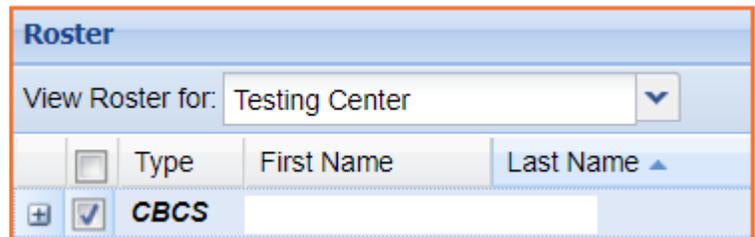
Step 5: Select **Approve Selected** or **Reject Selected** in the lower right-hand corner.

[✓ Approve Selected] [⊖ Reject Selected] [🖨 Print Roster]

For additional questions, please contact your NHA specialist or contact us via **Live Chat** at nhanow.com.