

<p>Step 1: Log into your Candidate account at NHANOW.com.</p> <ul style="list-style-type: none"> See How to Create an NHA Account if you need assistance creating an account. Make sure your Organization Type is set to Registering Individually. 	
<p>Step 2: Select Apply on the left side of your page under Applications.</p>	
<p>Step 3: Under Choose an exam select the certification type and make sure you are currently registering individually.</p> <ul style="list-style-type: none"> If an institution is listed, click Update Institution to edit your account. 	
<p>Step 4: Read the Attestation and if applicable Agree to the terms at the bottom of the page.</p> <ul style="list-style-type: none"> If you cannot agree to the terms you may not be eligible to sit for the exam. 	
<p>Step 5: Answer the prerequisite question and choose Register for Another Exam or Checkout.</p>	
<p>Step 6: On the Checkout page verify your Basic/Billing information and then click the tab at the bottom of the page.</p>	
<p>Step 7: Provide payment type as needed and click Purchase Items and return to account dashboard.</p>	
<p>Step 8: Select Apply on the left side of your page under Applications and then Schedule with PSI.</p> <ul style="list-style-type: none"> See How to Schedule an Exam at PSI if you need assistance scheduling your exam. 	

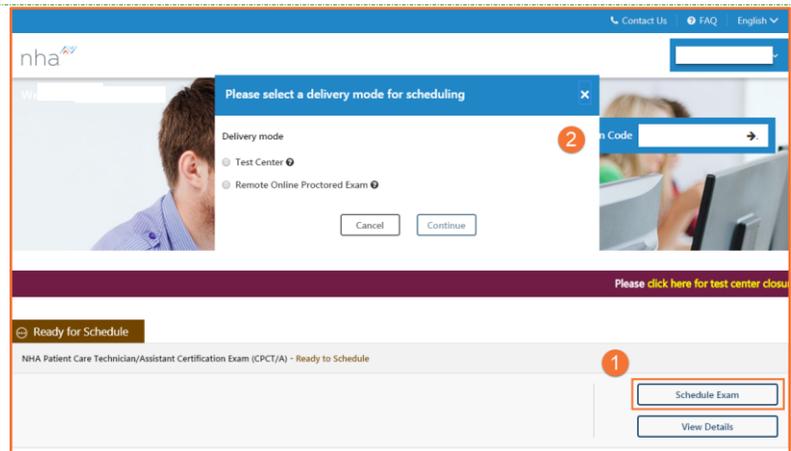
Step 1: Log into your Candidate account at [NHANOW.com](https://www.nhanow.com) and select **Apply** on the left side of the page under Applications and then choose **Schedule with PSI**.

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

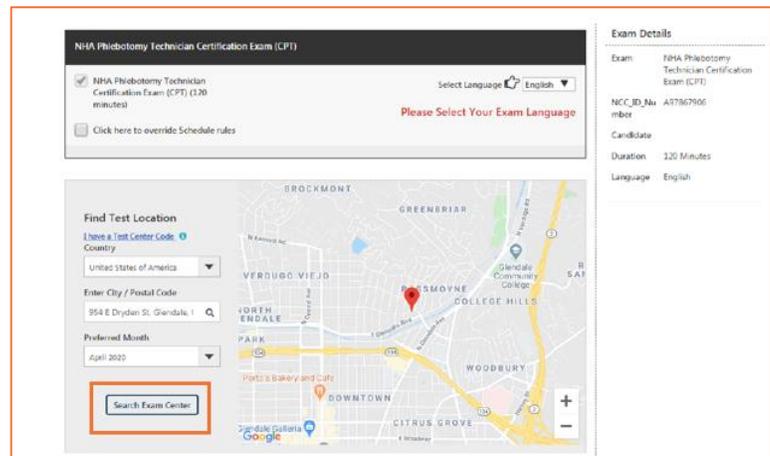


Step 2: Select **Schedule Exam** and then choose **delivery mode**.

- 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**.

The screenshot shows a search for exam centers. The selected center is "PSP2015/USA1 Office Dummy Test Center" located at "13818 N 23rd, Building # 1276250178810-PSQ2015/USA1 Office" in Berkeley, CA. The date is set to April 22, 2020. A confirmation pop-up titled "Confirm Schedule Details and Proceed" displays the exam details: Exam Center (PSP2015/USA1 Office Dummy Test Center), Scheduled Date (Apr 22, 2020), Start Time (09:00 AM), and Exam Duration (120 Minutes). The "Continue" button is highlighted.

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](#).

The screenshot shows the "NHA Phlebotomy Technician Certification Exam (CPT)" selection screen. The exam is marked as "Proctored Exam" and has a duration of 120 minutes. The language is set to "English". The "Country" dropdown is set to "United States of America" and the "Timezone" dropdown is set to "America/Los Angeles". A "Please Select Your Exam Language" message is displayed. Below the form, there are instructions and a "Continue" button highlighted.

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.

The screenshot shows the exam scheduling interface with the country and time zone selected. The calendar for April 2020 shows the 22nd as the selected date. A grid of available start times for April 22, 2020, is displayed, ranging from 11:00 AM to 07:30 AM in 1.5-hour increments. The "Continue" button is highlighted.

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.

The screenshot displays the nha website interface for the NHA Phlebotomy Technician Certification Exam (CPT). The page title is "Dashboard - NHA Phlebotomy Technician Certification Exam (CPT)". The main content area shows the exam details for a scheduled test. The exam is titled "NHA Phlebotomy Technician Certification Exam (CPT) - Scheduled for Test". Below this, there is a table with the following information:

EXAM DATE	EXAM TIME	EXAM DURATION
Apr 24, 2020	12:00 AM	120 minutes

Below the table, there are four buttons: "Print Acknowledgment", "Reschedule", "Launch Exam", and "Cancel Schedule".

There are two sections below the table: "Security Procedures" and "Required Identification Documents".

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.

A blue success message box is overlaid on the bottom right of the page, stating "Success" and "Booking created successfully". There is a "Close" button at the bottom of the message box.

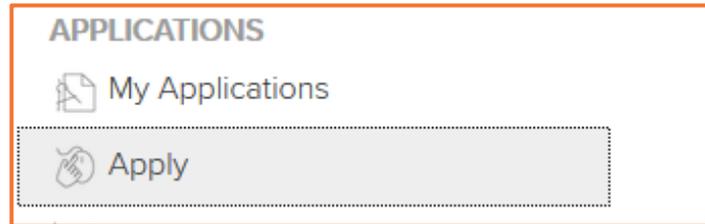
For additional questions, please contact us via [Live Chat](#) at [nhanow.com](#).

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

*See [How to Create an Account](#) if you need assistance creating an account.



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



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](#)

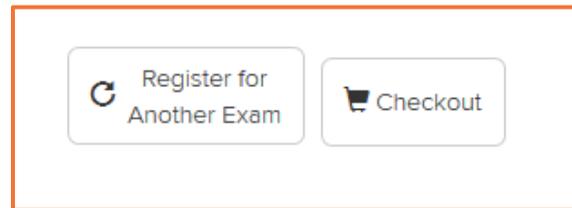


Step 4: Read the **Attestation** and if applicable **Agree** to the terms at the bottom of the page.

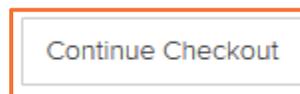
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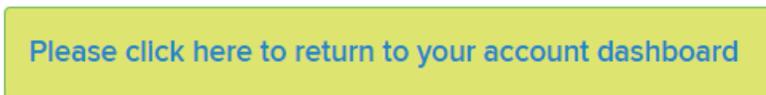
Step 5: Answer **Prerequisite Questions** then choose **Register for Another Exam** or **Checkout**.



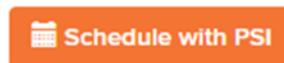
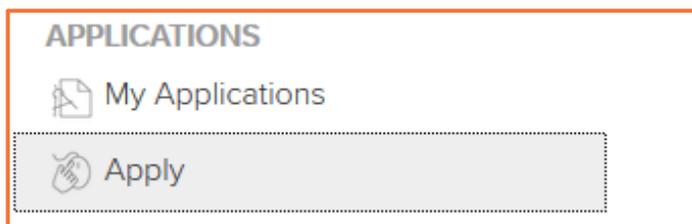
Step 6: On the **Checkout** page verify your Basic/Billing information and then click the **Continue Checkout** tab at the bottom of the page.



Step 8: Provide payment type as needed and click **Purchase Items** and **return to 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 [How to Schedule an Exam at PSI](#) if you need assistance scheduling your exam

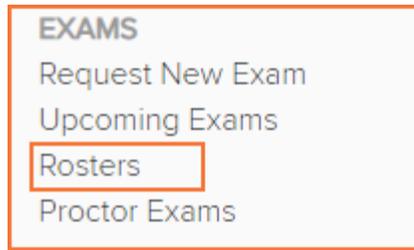


Step 1: Log into your Instructor/Director account at [NHANOW.com](https://nhanow.com).

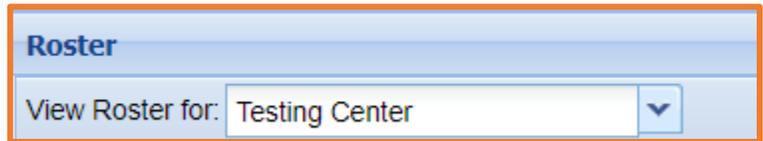


Step 2: Select **Rosters** in the lower left-hand corner of the Dashboard.

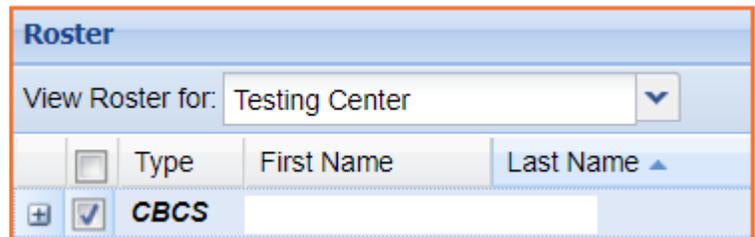
- A system generated email will be sent to let you know that a candidate is on your third-party roster and awaiting your approval. You must approve or reject within 2 business days.



Step 3: Select **Testing Center** from the listed options under the **View Roster for:** drop down.



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



Step 5: Select **Approve Selected** or **Reject Selected** in the lower right-hand corner.

