

# How to Complete PSI Exam Application Form

Steps for exam candidates (EVS Technicians)

Creation Date

Nov 19, 2024

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STEP 1

Click on the "Complete Exam Application Form" button

**Pre-Exam Day Requirements**

**CSCT CERTIFICATE HOLDERS**

**T-CSCT CERTIFICATE HOLDERS**

**TRAINING MODEL**

**Proctor Account Activation Form**

Seven days prior to the start of the class, the designated trainer (an exam proctor) must complete the **Proctor Account Activation Form**.

**Complete Proctor Account Activation Form**

**CSCT Exam Application Form**

On or before the first day of the program, have each exam candidate complete the **CSCT Exam Application Form**. Each candidate must have an AHE account to complete this form. When submitting the form, candidates should use the email address to which their Credly (digital badge) link should be sent. Please Note: *This form must be completed at least five days prior to the exam date.*

**Complete Exam Application Form**

**PSI Scheduling**

After participants submit the **CSCT Exam Application Form**, they may schedule their test date through **PSI, the testing site**. The designated trainer (an exam proctor) will provide the testing invitation code for candidates. They need the codes to schedule the exam. To schedule the test date, candidates will create an account with PSI using the same email address they

## STEP 2

**Testing candidate will enter their AHA/AHE login information.**

**American Hospital Association™**  
Advancing Health in America

- Help advance the health of individuals and communities.
- Access valuable health care resources.
- Customize your experience.

**ACHI** AHA Community Health Improvement  
**ASHE** Advancing Health Care Excellence  
**AE** Association for the Health Care Environment  
**ASHRM** AMERICAN SOCIETY FOR HEALTH CARE ADMINISTRATION  
**IFDHE** IMA Institute for Health Care and Health Equity  
**AHRMM** AMERICAN HEALTH CARE ASSOCIATION Supply Chain Excellence  
**AONL** AMERICAN ORGANIZATION FOR NURSING LEADERSHIP

**Login**

**LOGIN** [Forgot Password?](#)

By clicking the 'Login' button, I agree to the [Terms of Use](#) and [Privacy Policy](#).

**First time here?**

**CREATE AN ACCOUNT** [Help](#)

### STEP 3

## Select "Schedule Exam" under the correct exam you are taking with the most recent "Submit Date".

For this example, we are completing a CSCT exam application form. The application process is the same for each of our exams (CHEST, CSCT, CNACC)

#### Online Certification Management

Your certifications available for online administration / renewal are available below.

**Exams**

**Certificate in Non-Acute Care Cleaning Program (CNACC)**  
Submit Date: 09/11/2024  
Exam Status: Pending Scheduling  
[Schedule Exam](#)

**Certification Training for Surgical Cleaning Technicians (CSCT)**  
Submit Date: 09/12/2024  
Exam Status: Pending Scheduling  
[Schedule Exam](#)

**Certification Training for Surgical Cleaning Technicians (CSCT)**  
Submit Date: 11/04/2024  
Exam Status: Pending Scheduling  
[Schedule Exam](#)

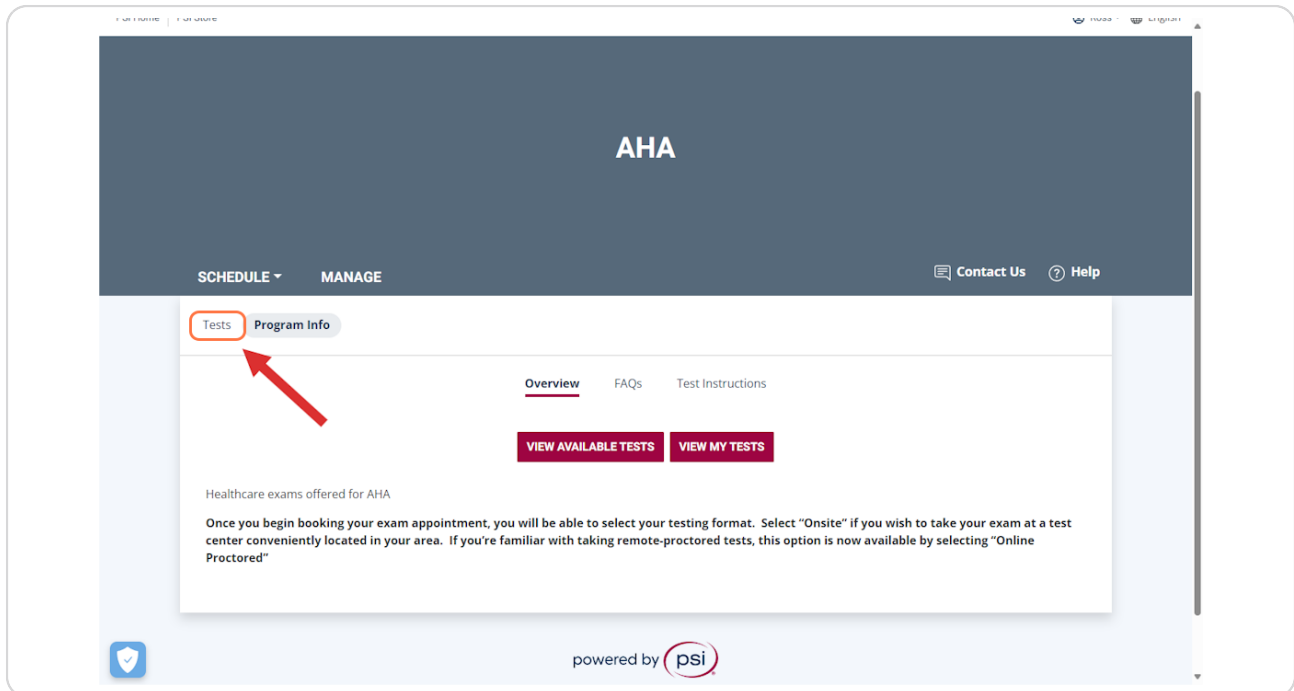
**Certified Health Care Environmental Services Technician (CHEST)**  
Submit Date: 09/04/2024  
Exam Status: Pending Scheduling  
[Schedule Exam](#)

If you have multiple exams open for scheduling on here, make sure to select the correct exam with the most recent "submit date"

American Hospital Association  
155 N. Wacker Drive, Ste. 400  
Chicago, IL 60606

## STEP 4

**The PSI testing page will open. Select "Tests"**

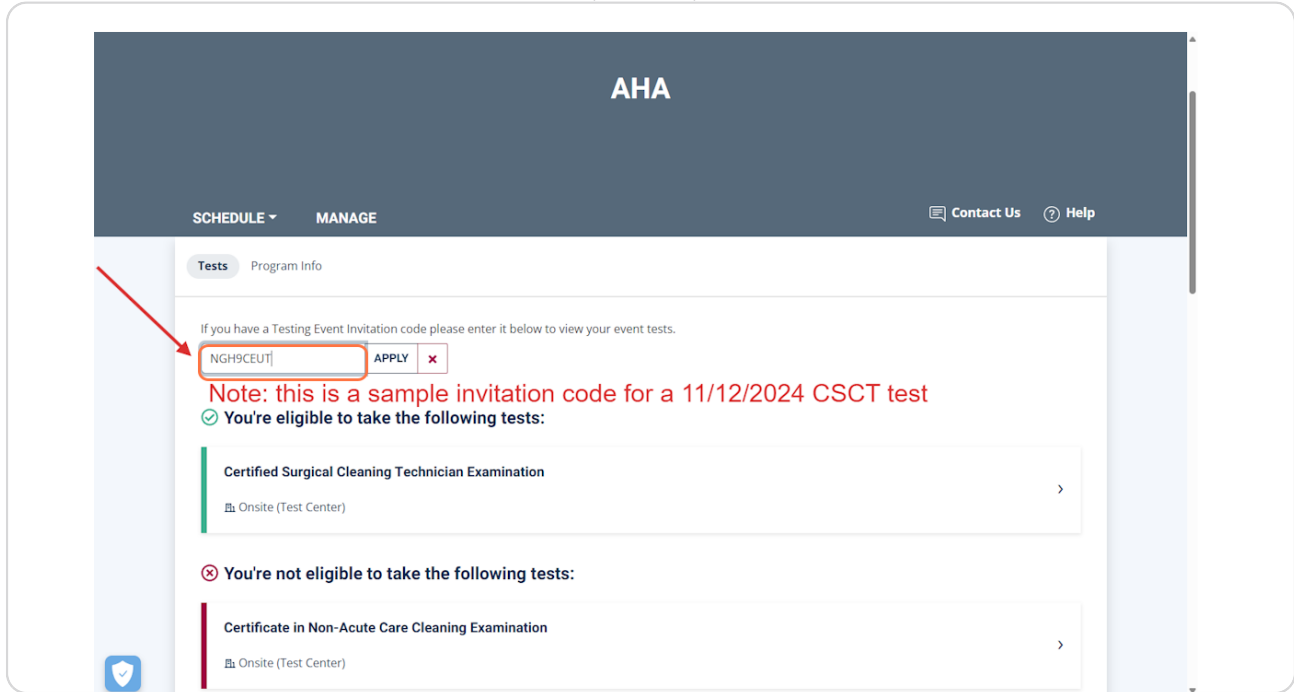


## STEP 5

### Enter your "Invitation Code"

Proctors receive the "Test Invitation Code Calendar" in the email titled "Your PSI Proctor Account" sent from ahe@aha.org.

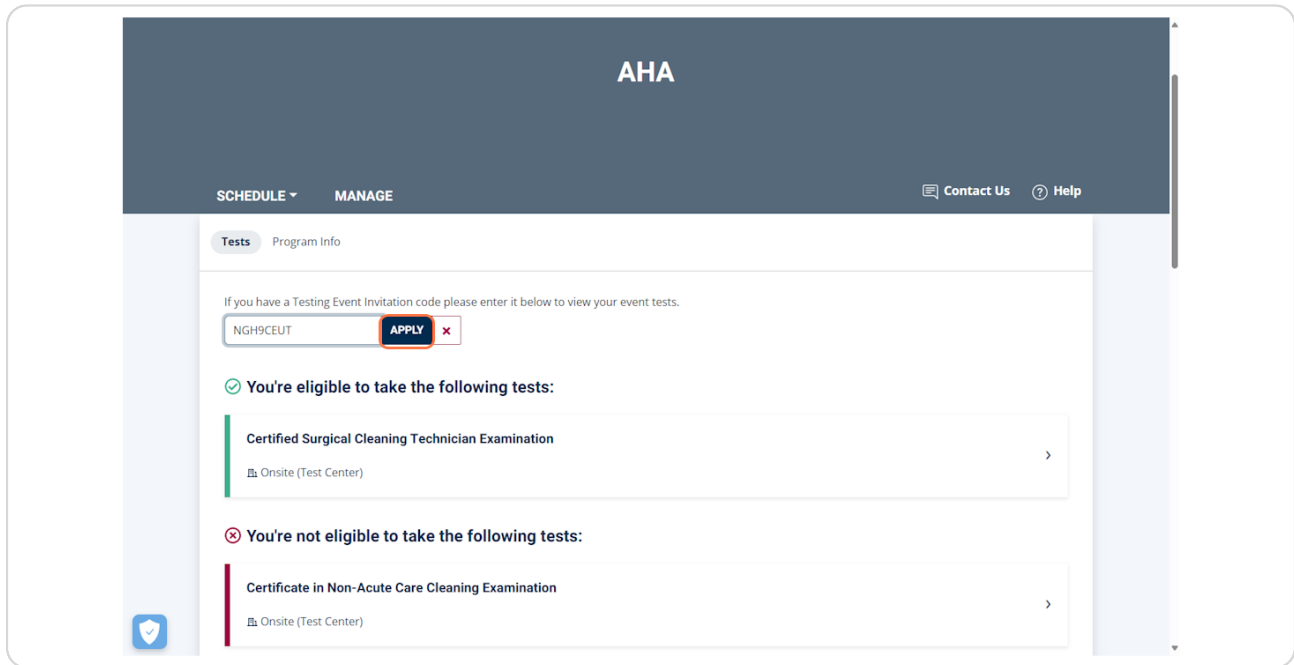
Note: Each CHEST, CSCT, and CNACC exam has their own unique test Invitation code. Your exam proctor will provide the correct code to you for your exam.



The screenshot shows the AHA website interface. At the top, there is a dark blue header with the AHA logo. Below the header, there are navigation tabs for 'SCHEDULE' and 'MANAGE', and links for 'Contact Us' and 'Help'. The main content area is titled 'Tests' and 'Program Info'. A red arrow points to an input field containing the code 'NGH9CEUT'. Below the input field, there is a note: 'Note: this is a sample invitation code for a 11/12/2024 CSCT test'. Underneath, there are two sections: 'You're eligible to take the following tests:' which lists 'Certified Surgical Cleaning Technician Examination' (Onsite (Test Center)), and 'You're not eligible to take the following tests:' which lists 'Certificate in Non-Acute Care Cleaning Examination' (Onsite (Test Center)).

## STEP 6

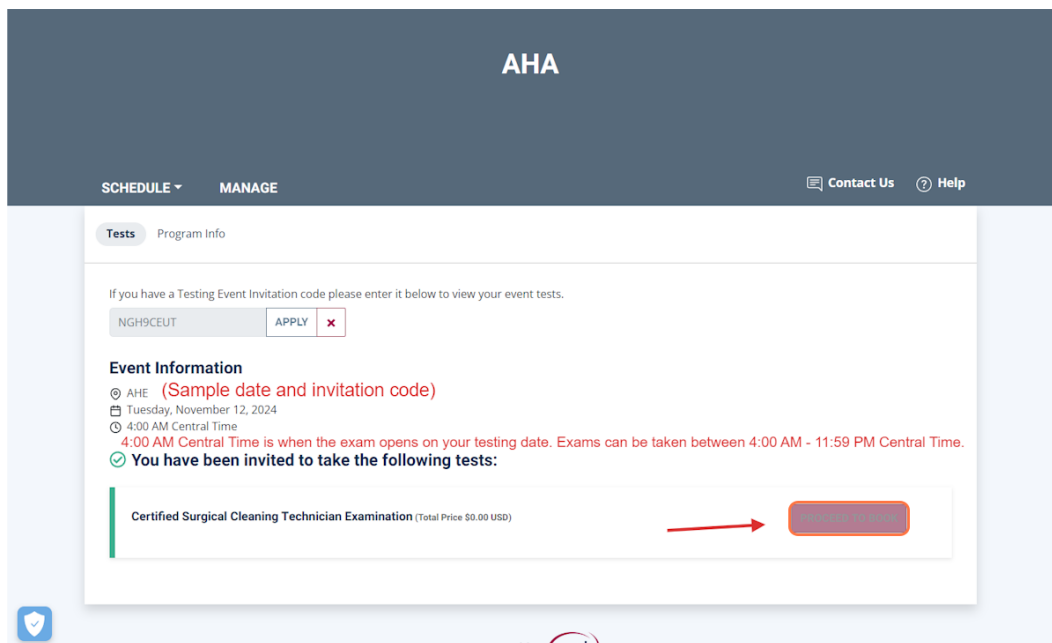
### Click on APPLY



## STEP 7

### Click on PROCEED TO BOOK

The exam is scheduled for the date indicated by the proctor. The exam time indicates the earliest time the exam can start. It is NOT your exam start time. Your proctor will communicate the time of your exam. Your exam time will start within one hour of the proctor launching the exam.



## STEP 8

### Click on CONTINUE BOOKING

1 Test Options      2 Candidate Details      3 Payment Details      4 Review & Pay

Booking: [Certified Surgical Cleaning Technician Examination](#) - Onsite (Test Center)

**Event Information**

Invitation Code: NGH9CEUT

AHE (Sample date and invitation code)

Tuesday, November 12, 2024

4:00 AM Central Time

4:00 AM Central Time is when the exam opens on your testing date. Exams can be taken between 4:00 AM - 11:59 PM Central Time.

**Language**

Test Language - English

[CONTINUE BOOKING](#)

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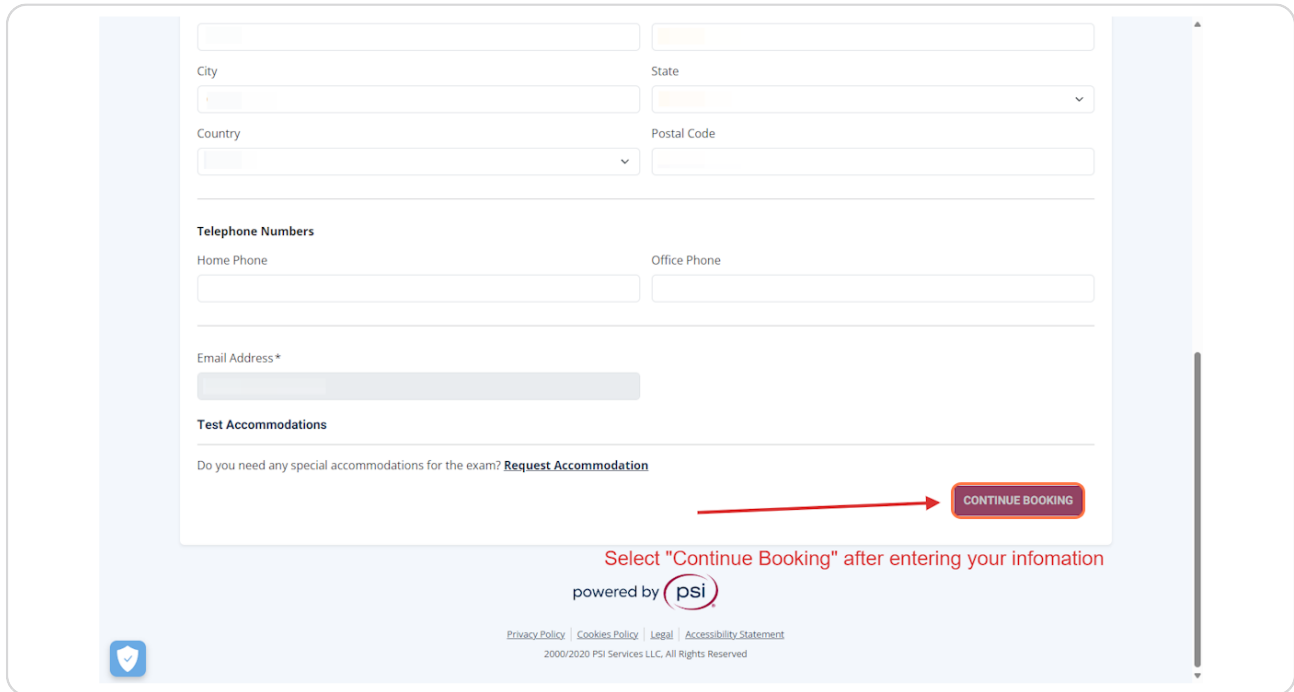
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## STEP 9


### Enter your contact info and select CONTINUE BOOKING



The screenshot shows a contact information form with the following fields:

- City
- State
- Country
- Postal Code
- Telephone Numbers: Home Phone and Office Phone
- Email Address\*
- Test Accommodations: Do you need any special accommodations for the exam? [Request Accommodation](#)

A red arrow points to the **CONTINUE BOOKING** button. Below the form, the text reads: "Select 'Continue Booking' after entering your infomation".

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## STEP 10

### Enter your phone number for SMS updates or select "Skip Verification"

The screenshot shows a multi-step booking process. At the top, a progress bar has four steps: 1. Test Options (checked), 2. Candidate Details (current step), 3. Payment Details, and 4. Review & Pay. Below the progress bar, the booking details are: "Booking: Certified Surgical Cleaning Technician Examination - Onsite (Test Center)".

The main section is titled "Get SMS Updates & Alerts". It contains the following text: "Please enter your mobile number to get a code for verification". Below this is a text input field labeled "Mobile Number".

Below the input field is a disclaimer: "By providing a mobile number, you authorize us to call or text you, including autodialed and prerecorded messages. We will only use your phone number for test instructions and scheduling updates relating to your account."

At the bottom right of the form are two buttons: "SEND CODE" (a dark red button) and "SKIP VERIFICATION" (a light blue button with a red border).

At the bottom of the page, it says "powered by psi" with the psi logo. Below that are links for "Privacy Policy", "Cookies Policy", "Legal", and "Accessibility Statement". At the very bottom, it says "2000/2020 PSI Services LLC. All Rights Reserved".

## STEP 11

### Check "By continuing, you agree to The Company's Terms of Use and Privacy Notice."

If your information is correct, accept The Company's Terms of Use and Privacy notice. Then click the "Confirm Booking" button.

Booking: [Certified Surgical Cleaning Technician Examination - Onsite \(Test Center\)](#)

**! One More Step! Please Review and Purchase!**

### Review Booking

**Candidate Details**

First Name:  Last Name:   
Street Address1:  Address2:   
City:  State:   
Country:  Postal Code:   
Email Address:

**Event Information**

Invitation Code:

AHE  
Tuesday, November 12, 2024 (Sample Date)  
 4:00 AM Central Time  
4:00 AM Central Time is when the exam opens on your testing date. Exams can be taken between 4:00 AM - 11:59 PM Central Time.

### Summary

Certified Surgical Cleaning Technician Examination  
Certified Surgical Cleaning Technician Examination **Unscheduled**

By continuing, you agree to The Company's **Terms of Use** and **Privacy Notice**.

**CONFIRM BOOKING**

Booking: [Certified Surgical Cleaning Technician Examination - Onsite \(Test Center\)](#)

**! One More Step! Please Review and Purchase!**

### Review Booking

**Candidate Details**

First Name:  Last Name:   
Street Address1:  Address2:   
City:  State:   
Country:  Postal Code:   
Email Address:

**Event Information**

Invitation Code:

AHE  
Tuesday, November 12, 2024  
 4:00 AM Central Time

### Summary

Certified Surgical Cleaning Technician Examination  
Certified Surgical Cleaning Technician Examination **Unscheduled**

By continuing, you agree to The Company's **Terms of Use** and **Privacy Notice**.

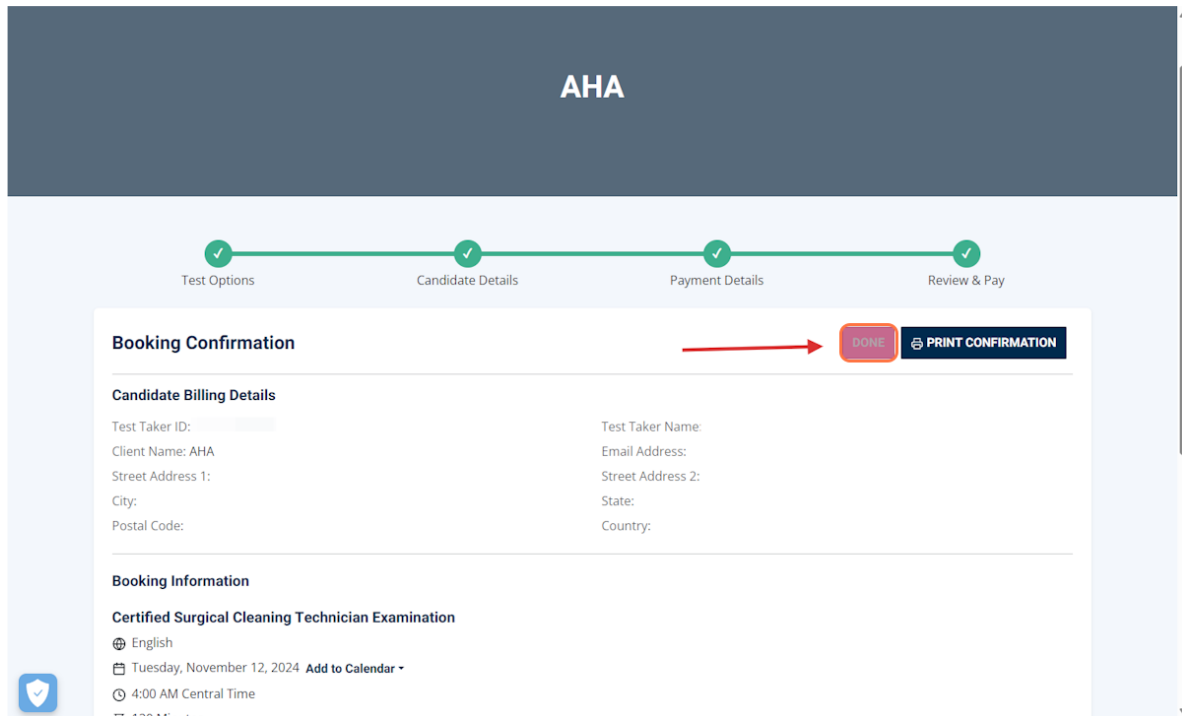
**CONFIRM BOOKING**

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## STEP 12

**Click the "DONE" button or print/save your booking confirmation.**

This is the final step in completing your exam application form.



**AHA**

Test Options Candidate Details Payment Details Review & Pay

**Booking Confirmation** [DONE](#) [PRINT CONFIRMATION](#)

**Candidate Billing Details**

|                   |                   |
|-------------------|-------------------|
| Test Taker ID:    | Test Taker Name:  |
| Client Name: AHA  | Email Address:    |
| Street Address 1: | Street Address 2: |
| City:             | State:            |
| Postal Code:      | Country:          |

**Booking Information**

**Certified Surgical Cleaning Technician Examination**

English

Tuesday, November 12, 2024 [Add to Calendar](#)

4:00 AM Central Time

120 Minutes

*Tango*

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