

PSI Online Navigation Guide

PSI

PSI provides Candidates an interactive and paperless approach to expedite their examination process.

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For assistance with online scheduling, please call PSI Customer Service at 800-211-2754.

PSI Online Navigation Guide

Create An Account

Website: <https://candidate.psiexams.com/>

New Users:

Click on **Create Account**

Important - The name you enter must match the name that is on your registration email notice

NOTE: If you have already created an account in the PSI system, type in your email address and password.

The screenshot shows the PSI Exams Online website interface. At the top left is the PSI logo and the text "PSI Exams Online". At the top right are navigation links: "Home | FAQs | Contact Us | PSI Bookstore". Below the header is a banner with a laptop image and the text "Welcome to PSI Exams online" and "Discover an easy to use, paperless, and interactive approach to expedite your examination process." Below the banner is a section titled "Find Information or Download Candidate Information Bulletin" with a magnifying glass icon and the text "We offer a variety of services for Real Estate, Insurance, Construction, Barber, Cosmetology and other professional licenses and certifications." Below this are three categories: "Academic", "Certification/Professional Associations", and "FDNY". Below these are three more categories: "Federal Agencies", "New Users", and "Testrac Candidates". The "New Users" section has a dark blue header and the text "You can:" followed by three options: "Create an account", "Register for an examination", and "Schedule an examination". A red arrow points from the "Certification/Professional Associations" category to the "Create an account" option.

Home | FAQs | Contact Us | PSI Bookstore

PSI News

weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

Testrac Candidates [CLICK HERE to login to your account using the information provided to you in an email notification from PSI.](#)

New Users

You can:

- >> **Create an account**
- >> **Register for an examination**
- >> **Schedule an examination**

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Fill out the required fields*

Email Address

First Name

Last Name

Create Password

Retype your password

Choose security question

Security answer

Mark the *“Check here to attempt to locate existing records for you in the system.”* box

After you have completed these steps, you will need to complete the process by clicking on the *“Submit.”*

Step 1

Your Details

Email Address:*	<input type="text"/>		
First Name:*	<input type="text"/>	Last Name:*	<input type="text"/>
Middle Name:	<input type="text"/>	Generation(Jr.,Sr.,etc.)	<input type="text"/>

If you have previously contacted a PSI Customer Support representative and paid for an examination, or you believe that your licensing or certification agency has provided PSI with eligibility information for you, Please check the box below:

Check here to attempt to locate existing records for you in the system.

Step 2

Enter a password for your account and select your security question and answer.

Create a password:*	<input type="text"/>	(The password must contain at least five characters. It is case sensitive and can contain letters and numbers only. Spaces are not allowed.)
Retype your password :*	<input type="text"/>	Retype to confirm your password.
Choose a Security Question: :*	-- Select --	
Security Answer :*	<input type="text"/>	

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Schedule Your Exam

Once you have logged in, click on “View all my activities”

The screenshot displays the PSI Exams Online user interface. At the top left is the PSI logo and the text "PSI Exams Online". At the top right are links for "Home", "FAQs", "PSI Bookstore", and "Logout". Below the header is a dark blue bar with the text "Welcome Liberti Record".

The main content area is divided into two columns. The left column contains the following text and lists:

Welcome to your PSI Home Page!

You can select the following options under **My Tasks** on the right hand menu:

- Register test - allows you to register for a test.
- Schedule test - allows you to schedule a test and to select the testing center.
- Reschedule test - allows you to reschedule a test appointment.
- Apply for retest - allows you to apply for retest if you have failed in your previous test.
- Pay for the test - allows you to pay for the test online.
- Duplicate score report- allows you to apply for a duplicate score report of the exam that you have passed.

You can maintain your personal account information by selecting the following options under **User Info** :

- Change personal profile - allows you to change and update your demographics information.
- Change login details - allows you to change your Email address & password.

At the bottom of the left column is a button labeled "View all my activities" with a red arrow pointing to it from the right.

The right column contains several promotional and navigation boxes:

- A box with a PDF icon and the text "Download Candidate Information Bulletin".
- A box with a magnifying glass icon and the text "Buy Books Online".
- A dark blue header for "My Tasks" followed by a list of links:
 - > [PSI Learning Academy](#)
 - > [Helpful Resources](#)
 - > [View all my activities](#)
 - > [Register for a test](#)
 - > [Schedule for a test](#)
 - > [Pay for a test](#)
 - > [Cancel/Reschedule a test](#)
 - > [Apply for a retest](#)
 - > [Order a duplicate score report](#)
 - > [Print a Receipt](#)
 - > [Find test date](#)
- A dark blue header for "User Info" followed by a list of links:
 - > [Update personal profile](#)
 - > [Change password](#)

At the bottom of the page is a footer with the text: "Copyright 2000-2018 PSI. ALL RIGHTS RESERVED. Version 1.180.0.0 | [Privacy Policy](#) | [PSI Corporate](#)"


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PSI Online Navigation Guide

If there are no activities displayed, please click on “Find My Records” to provide additional information.

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
NO ACTIVITIES FOUND				
Register for a test				

Scheduled records

Test Name	Sponsor	Portion Name(s)	Schedule Date / Start Time	Confirmation No.	Status
NO ACTIVITIES FOUND					

Past activity (last 10 records)

Test Name	Sponsor	Tested Date	Portion (Result)	Status
NO ACTIVITIES FOUND				

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Select the following from drop down menus.

Select Organization = **Certification/Professional Associations**

Select Sponsor Name = **National Exercise Trainers Association (NETA)**

Enter your NETA ID Number

Click Submit

psi PSI Exams Online [Home](#) | [FAQs](#) | [PSI Bookstore](#) | [Logout](#)

Find Record

Select Organization
Certification/Professional Associations ▼

Select Sponsor Name
National Exercise Trainers Association (NETA) ▼

Enter your NETA_ID_Number
9999999 x

[Download Candidate Information Bulletin](#)

[Buy Books Online](#)

My Tasks

- > [PSI Learning Academy](#)
- > [Helpful Resources](#)
- > [View all my activities](#)
- > [Register for a test](#)
- > [Schedule for a test](#)
- > [Pay for a test](#)
- > [Cancel/Reschedule a test](#)
- > [Apply for a retest](#)
- > [Order a duplicate score report](#)
- > [Print a Receipt](#)
- > [Find test date](#)

User Info

- > [Update personal profile](#)
- > [Change password](#)

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The account activity page should now display your registered records.

Click on “Schedule for 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
Personal Trainer Certification	Personal Trainer Certification	National Exercise Trainers Association (NETA)	12/31/2019	Schedule for a test

Scheduled records

Test Name	Sponsor	Portion Name(s)	Schedule Date / Start Time	Confirmation No.	Status
NO ACTIVITIES FOUND					

Past activity (last 10 records)

Test Name	Sponsor	Tested Date	Portion (Result)	Status
NO ACTIVITIES FOUND				

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PSI Online Navigation Guide

Confirm your examination details

Input the Zip Code of your choice in the field under 'Test Center Selection'

Click Search

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Schedule a Test

[Select Test Center](#) ➔ [Select Date & Session](#) ➔ [Confirmation](#)

Test does not support multiple sessions, so portions have to be scheduled together.

Use this feature as a general guideline to plan your test schedule. Test center availability is on a first-come, first-served basis. The available test dates and time are displayed in real time. We do not guarantee the availability of your preferred test when you choose to pay and schedule for your examination.

Exam:	Personal Trainer Certification
Sponsor:	National Exercise Trainers Association (NETA)
NETA_ID_Number:	9999999
Candidate Name:	Liberti Van Diest

Test does not support multiple sessions, so portions have to be scheduled together.

Test Portion

Personal Trainer Certification(120 minutes)

Test Center Selection

Country: USA ▼ Zip or City: 66046, Lawrence, KS Search ?

Continue Cancel

[Click here to send an email to Customer Support.](#) (Pop-up blockers must be disabled)

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This will generate testing locations in the surrounding area of your zip code request.

Select Test Center ➡ Select Date & Session ➡ Confirmation


Test does not support multiple sessions, so portions have to be scheduled together.

Use this feature as a general guideline to plan your test schedule. Test center availability is on a first-come, first-served basis. The available test dates and time are displayed in real time. We do not guarantee the availability of your preferred test when you choose to pay and schedule for your examination.

Exam: Personal Trainer Certification
Sponsor: National Exercise Trainers Association (NETA)
NETA_ID_Number: 9999999
Candidate Name: Liberti Van Diest

Test does not support multiple sessions, so portions have to be scheduled together.

Test Portion
<input checked="" type="checkbox"/> Personal Trainer Certification(120 minutes)

Test Center Selection	
Country: USA	Zip or City: 66046, Lawrence, KS
	<input type="button" value="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"/>	19.4 miles	OLATHE	18000 W. 105th St.,Corporate Ridge Office Park,Olathe,Kansas,66061
<input type="checkbox"/>	28.3 miles	OVERLAND PARK	8001 College Blvd,Suite 285,Overland Park,Kansas,66210
<input type="checkbox"/>	138.2 miles	Wichita - Aviation Testing Inc.	9914 E Harry,Wichita,Kansas,67207
<input type="checkbox"/>	161.5 miles	Kirksville - Kirksville Area Technical Center	1103 S Cottage Grove,Kirksville,Missouri,63501
<input type="checkbox"/>	165.9 miles	COUNCIL BLUFFS	1705 MCPHERSON,SUITE 300,COUNCIL BLUFFS,Iowa,51503

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

[Click here](#) to send an email to Customer Support. (Pop-up blockers must be disabled)

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Select your date, time and click Schedule



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Schedule a Test

Select Test Center ➔ Select Date & Session ➔ Confirmation

Use this feature as a general guideline to plan your test schedule. Test center availability is on a first-come, first-served basis. The available test dates and time are displayed in real time. We do not guarantee the availability of your preferred test when you choose to pay and schedule for your examination.

Exam: Personal Trainer Certification
Sponsor: National Exercise Trainers Association (NETA)
NETA_ID_Number: 9999999
Candidate Name: Liberti Van Diest
Test Portion(s): Personal Trainer Certification (120 minutes)

You may take test on [01/04/2019] or later

Please choose the date and month (or date range) to check the available sessions.

From: To:

Test Center	Available Date	Start Time
<input type="radio"/> OLATHE, Kansas	01/04/2019	9:00 AM
<input type="radio"/> OLATHE, Kansas	01/04/2019	1:30 PM
<input type="radio"/> OLATHE, Kansas	01/07/2019	9:00 AM
<input type="radio"/> OLATHE, Kansas	01/07/2019	1:30 PM
<input type="radio"/> OLATHE, Kansas	01/08/2019	9:00 AM
<input type="radio"/> OLATHE, Kansas	01/08/2019	1:30 PM
<input type="radio"/> OLATHE, Kansas	01/09/2019	9:00 AM
<input type="radio"/> OLATHE, Kansas	01/09/2019	1:30 PM

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You will receive a pop-up message to confirm your selection. If correct, click OK to proceed to confirmation details.



Schedule a Test

Thank you for scheduling your test on the PSI!


You will receive a confirmation email shortly. Please be sure to **print the confirmation email** and bring it along with any other required documents to the test center.

Your Schedule Details

Exam:	Personal Trainer Certification
Sponsor:	National Exercise Trainers Association (NETA)
Confirmation Number:	L31228738
Test Center:	OLATHE
Address:	OLATHE 18000 W. 105th St., Corporate Ridge Office Park, Olathe, Kansas, USA
Test Schedule Date:	01/10/2019
Test Schedule Time:	9:00 AM

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

Directions to Test Center: From East - Take I-435 W to K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left. From North - Take I-35 S to I-435 W exit 222B, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left. From West of I-35, take I-435 S, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left. From South - Take I-35 N to I-435 W exit 222B, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left. From West - Take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn right. Take first left into office park. The PSI office is on left. Please park in the spots designated for visitors/testers at the front of the building.

 **Print Details**

Additionally, you will receive an email confirming your appointment.

If you require further assistance with online scheduling, please contact PSI Customer Service at 800-211-2754 or email us at examschedule@psionline.com

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