

How To Register for the TEAS® Assessment at PSI



PSI and ATI have partnered to provide a National Testing Center that will administer the TEAS exam.

What to expect when using PSI for your testing experience.

- Registration for the PSI exam should be done at www.atitesting.com
- Confirmation of purchase email will contain the ID # required to schedule a time and date with PSI
- PSI will receive notice of purchase within 2 hours
- Once PSI has received this information a time and date can be scheduled for testing
- Scheduling can be done at www.psiexams.com or by calling PSI at 800-733-9267
- If an examiner has ADA Accommodations, they will need to contact PSI prior to testing. A candidate information bulletin form located on PSI's website https://candidate.psiexams.com/catalog/fti_agency_license_details.jsp?fromwhere=findtest&testid=2607 must be filled out and submitted prior to scheduling a date.
- Once a date is scheduled, a confirmation email is sent that includes the test center location and directions
- Exam results take 48 hours to populate into the student's ATI account.
- One free transcript is included in the original purchase. The option is also available to opt out of the free transcript if they wish to view their scores first.

How To Register for the TEAS® Assessment at PSI

Registering for the TEAS® Assessment at PSI is now available. Please note that registering for an assessment via PSI requires directly contacting PSI to schedule a specific time and date.

To Register Via ATI's Online Store 1

To Register Via ATI's Online Store:

To access ATI's Online Store, please go to www.atitesting.com. Click on the "Online Store" link in the upper right hand corner of the page or you can login with your Username and Password/Create a new account if needed and click on the "Online Store" link from the top navigation options in the upper right hand corner.

Step 1 – Registering at ATI:

- Click on "TEAS® at PSI" under the Register for Column.
- You can either choose to "Learn More" about how to take an assessment at PSI or "Register" for the assessment. Choosing your location is not a part of this Step.
- Click on "Learn More". This page provides information regarding the product itself and offers links to ADA Accommodation Information and How to locate testing sites.
- Click on "Register", you will be directed to a page where you can select a school to have your transcript sent. All schools that accept transcripts for the TEAS® are listed in the "Available Institutions" list. To select a school, click on the school and use the arrows to transfer it to your "Currently Selected Institutions" list. You will receive one complimentary transcript to the school of your choice with the assessment. **Additional transcripts are \$26 each.**

Once you have selected an institution, click "Continue".

- Whether you click on the "Register" button from the Session page or the Learn More page, you will be directed to the shopping cart. Please confirm that the shopping cart reflects the correct information as **PSI sales are final**. Click on the "Check Out" button.
- If you are not already logged into the site once you click on the "Check Out" button, you will be prompted to either login or create an account.
- Enter/Confirm your mailing address. **NOTE:** An additional set of fields is required for PSI registration. This set of fields is specific to the address information that is on your current identification and it will need to match to be given access to the PSI site when arriving to take your assessment. Please be sure to enter your information to proceed. Click "Proceed to Payment Details".
- You will then need to enter your Payment Details. This includes: card number, expiration date, and security code. Click the "Submit" button.



YOU MAY BEGIN.

- Once you click submit, you will receive a Customer Receipt which includes the information necessary for Step 2 and scheduling your session with PSI. You will need the "Student ID" to complete Step 2.

Step 2 – Scheduling your session at PSI

- Once you have registered via ATI's website you will need to contact PSI directly to schedule a specific time and date to take your assessment. You will need your "Student ID" from your ATI registration receipt to complete this step. Scheduling can be done by either calling their toll free number or via their online scheduling process. **Again, you will not be able to complete this step without first registering at ATI.**

Please navigate to www.psiexams.com. **You will need to use Internet Explorer to access the PSI site.** You can schedule your exam online or by Phone.

To Schedule by Phone:

- **To schedule by phone, call 1.800.733.9267.**

To Schedule by Online:

- Click on the "Schedule" an examination button to begin the process. You will be directed to Sign In. **Please Note: If you do not have an account at PSI you will need to create a new account before you can complete this process. Please follow PSI's online screen instructions to create a new web account. You will need your Student ID to complete the registration.**
- Once you have signed in the system will ask you questions in order to find your record. You will need to make the following selections:
 - **Select Organization:** Certification/Professional Associations
 - **Select Sponsor Name:** Test of Essential Academic Skills V (TEAS V)
 - **Enter your TEAS_ID_Number:** This is ID number listed in the email you received.
- Click Submit.
- Once your record is located you will be able to select a location, date, and time to take the assessment.



YOU MAY BEGIN.