How to Register to take the ATI TEAS Assessment at a PSI Site

PSI and ATI have partnered to provide a National Testing Center that will administer the TEAS assessment. This document provides information about how to register for the ATI TEAS Assessment administered at a PSI test site.

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What you Should Know

- PSI's online system uses Internet Explorer. At this time, Chrome, Firefox, Mozilla and Safari browsers are not supported.
- Desired testing center locations, on occasion, can be full for the date requested. You may have to designate an alternate location, date, and/or time.
- If you need ADA accommodations, you must contact PSI prior to testing. You must fill out and submit the Americans with Disabilities Act (ADA) Form located on page 3 of the Candidate Information Bulletin on PSI’s Web site prior to scheduling a date.
- There is a no refund policy on an ATI TEAS Registration. Assessments must be taken within a year from the date purchased.
- You must first purchase your assessment on the ATI Web site before you can schedule a date with PSI.
- Assessment results can take up to 72 hours to post to your ATI student account. The date on your score report will reflect the date the assessment posts to your student account and not the date that you take the assessment. Make sure that you schedule your assessment with this in mind.
- One free TEAS transcript is included if selected at the time of purchase. If you waive this option, there is no price discount. There is a fee per institution for additional TEAS transcripts.
Steps for Registering for the TEAS Administered through a PSI Test Center

STEP 1: Check available TEAS session dates and locations before you register.

Check that your preferred PSI test location is offering the TEAS V on a date and time that is suitable for you. Access the PSI Exams Online Web site at http://candidate.psiexams.com and scroll to the bottom of the page.

Under Check Available Appointment Dates Before You Register, click Click here. The PSI Exams Online page displays so you can find a test location and date.

Select the following and then click Continue. Each selection will open the next drop-down list.
- Organization – Certification/Professional Associations
- Sponsor Name – ATI Test of Essential Academic Skills (TEAS)
- License – ATI TEAS

Note: The Portion(s) should all be checked by default. If the Portion(s) check boxes are enabled, select all four Portions.

For the Test Center Selection, filter your results based on where you want to take the test and then click Search.

To view dates and times for scheduling, locate your Test Center(s) in the list and select the associated check box(es). Then click Continue.

In the From and To boxes, select a range of dates for which you want to check sessions and then click Find.

In the list, locate the sessions that are best for you and record the Test Center, Date, and Start Time of the sessions that are your first and alternate choices. If you do not find a suitable session, you can:
- Look for other dates and times: Modify your date range and click Find.
- Look for other locations: Click Back and enter a different Zip code/city or select more options from the list.

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STEP 2: Purchase an ATI TEAS at PSI Assessment on the ATI Web site.

The next step is to pay for your session and order your transcripts on the ATI Web site. You must purchase your ATI TEAS Assessment from the ATI Online Store prior to scheduling your assessment date with PSI.

From the atitesting.com home page enter your Username and Password and click GO to launch the Student Home page.

Note: If you do not have an ATI Student account, follow the steps in How to Create an Account.

Then, from the Student Home page, click Online Store in the upper right corner. The ATI Store page displays.

In the Register for column, click TEAS® at PSI. The BROWSE SESSIONS page displays.

Select one of these test types and then click Next.
- PSI Test Site for TEAS Allied Health
- PSI Test Site for TEAS Nursing

This information displays after your selection. Click Register.

A warning message appears, confirming your understanding that you cannot receive a refund after you purchase your ATI TEAS exam. Click Yes to continue.

If you do not want ATI to send a transcript at this time, select the Do not send my transcript check box. You will still be able to order transcripts.

If you want ATI to send a transcript of your results, select one or more institutions. One transcript is free with this order; there is a fee for additional transcripts.

The total number of transcripts and total cost of your order displays at the bottom of the page. Click Continue to go to your shopping cart.
Check that your order information is correct.

**Important:** Remember that you cannot obtain a refund for this purchase.

If you don’t want to purchase this assessment or want to change your transcript destination(s), click Remove this item and then click Continue Shopping to start over at the Online Store home page.

To continue with your purchase, click Check Out to enter your billing address information.

Verify that your address information is correct and make any needed changes, making sure that both the top and bottom portions of the form are filled in.

Note that a phone number is required in both places.

Note: A phone number is required in both places. If any required information has not been filled in, you will be prompted to provide the information before you are allowed to continue.

Click Proceed to Payment Details to enter your payment information.
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STEP 3: Schedule your ATI TEAS Session with PSI.

It takes 24 to 48 hours after registering on the ATI Web site for PSI to receive your authorization to test. Then, you can schedule the time and location to take the ATI TEAS, either online or by phone.

- Before you schedule your TEAS session with PSI, locate your preferred and alternate location, date, and time (refer to STEP 1, above) to make sure the sessions are still available.
- After scheduling the ATI TEAS with PSI, you will receive an e-mail confirmation providing the test center location and directions.
- If you need to reschedule your test, you must contact PSI at least two days before the scheduled test date. Use the PSI Web site or call PSI at 800-733-9267 and speak to a Customer Service Representative.

Schedule Online

To schedule online, go to the PSI Web site at https://candidate.psiexams.com/. Note the following and be prepared to provide the applicable information:

- If you have a Promotion Code, enter it into the Promotion Code field and then click **Apply Code**.
- In the Payment Information section, check your address information and click **Edit Address** if you need to change any of the information. Then enter your credit card information.
- Read the information to the right of the check box. Then, select the check box to verify that your order is correct and that you have read and agree to the terms of your purchase.
- Click **Submit Order**.

After you submit your order, you will receive a receipt/confirmation e-mail. This e-mail contains the ID # required by PSI to complete your scheduling of the test. PSI will receive notice of your purchase within two (2) hours.
The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid, government-issued ID that shows your name in the English alphabet, your signature, your photograph.

ATI-issued I.D. # from your purchase confirmation.

Contact phone number(s) – If there is an unexpected event, PSI will use these numbers to contact you.

Mailing address – Provide the address where you would like your score report or other important information mailed.

Exam title.

Eligibility information, if required.

E-mail address – For contact purposes.


Click Sign in using secure server or click Sign Up and follow the instructions on the screen to create an account. Be sure to check the box to locate existing records.

This enables PSI to associate your registration and payment via ATI’s Online Store with your PSI account.

Schedule by Phone

To register by phone, call PSI at 800-733-9267, Monday – Friday, 7:30 am - 10:00 pm Eastern Time; Saturday – Sunday, 9:00 am - 5:30 pm Eastern Time. PSI will require the ATI ID # from your purchase confirmation.