



## 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.psieexams.com> and scroll to the bottom of the page.

**Check Available Appointment Dates Before You Register**

[Click here to begin the process of scheduling your appointment before you register and provide payment.](#)

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.

**PSI Exams Online**

[Find a test date](#)

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 times 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.

Select your preferred Sponsor

Select Organization: Certification/Professional Associations

Select Sponsor Name: Test of Essential Academic Skills V (TEAS V)

Select the License

License Name: Test of Essential Academic Skills (TEAS) V

Select Portion(s)

Portion: English and Language Usage, Science, Mathematics, Reading

**Continue** **Cancel**

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.

**Test Center Selection**

Country: USA Zip or City: Start typing Zip code or City name **Search**

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

**Test Center Selection**

Country: USA Zip or City: 66062, Overland Park, KS **Search**

Choose one or more test centers, then click 'Continue' button to view available dates for scheduling:

Distance	Testcenter Name	Address
9.5 miles	Overland Park - New Horizons	9611-E Metcalf Ave, Overland Park, Kansas, 66212
24.6 miles	Lees Summit - Air Charter	2525 NE Douglas, Lees Summit Municipal, Lees Summit, Missouri, 64064
144.8 miles	Kirkville - Kirkville Area Technical Center	1103 S Cottage Grove, Kirkville, Missouri, 63301
149.1 miles	Aurora - Aurora Aviation LLC	1526 East Highland, Aurora Municipal Airport, Aurora, Missouri, 65605
152.0 miles	Fulton - Fulton Flying Service Inc.	4420 Country Rd - 304, Elton Hensley Memorial, Fulton, Missouri, 65251

**Continue** **Cancel**

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**.

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

From: 08/04/2015 **Find**

To: 09/30/2015 **Find**

**Available Sessions** Page: 1 of 4

Test Center	Available Date	Start Time
Overland Park - New Horizons*, Kansas	08/06/2015	9:00 AM
Lees Summit - Air Charter*, Missouri	08/08/2015	8:00 AM
Lees Summit - Air Charter*, Missouri	08/08/2015	12:00 PM
Overland Park - New Horizons*, Kansas	08/11/2015	9:00 AM
Overland Park - New Horizons*, Kansas	08/12/2015	9:00 AM
Overland Park - New Horizons*, Kansas	08/13/2015	9:00 AM
Lees Summit - Air Charter*, Missouri	08/15/2015	8:00 AM
Lees Summit - Air Charter*, Missouri	08/15/2015	12:00 PM
Overland Park - New Horizons*, Kansas	08/18/2015	9:00 AM
Overland Park - New Horizons*, Kansas	08/19/2015	9:00 AM

**Login to schedule the test.** **Back**

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](http://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.

**YOUR SHOPPING CART**

Remove	Item	Quantity	Price	Total
<a href="#">Remove this Item</a>	TEAS SELF PAY Item # TEAS SELF PAY Location: PSI Test Site for TEAS Nursing Time: To Be Determined Free transcript will be sent to: zzDevon Medical School	1	\$115.00	\$115.00

**Continue Shopping** **Check Out**

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.

**SECURE CHECKOUT**

1: Enter Your Address 2: Enter Your Payment Details

Enter your billing and shipping address. Your billing address should match the address on your credit card.

**Billing Address**

First Name   
 Middle Initial   
 Last Name   
 Company Name   
 Campus Name   
 Phone Number   
 Email Address   
 Street 1   
 Street 2   
 Street 3   
 City   
 State   
 Postal Code   
 Country    
 Shipping Address is same as Billing

A complete and accurate address and telephone number is required to submit PSI (formerly Pearson VUE) enrollments. You will be required to provide identification with an address that matches the one provided below. PSI (formerly Pearson VUE) also uses your address to confirm your enrollment if you schedule your test on the phone.

Please review the address/phone shown below from your user profile and make any necessary corrections.

Phone Number   
 Street 1   
 Street 2   
 Street 3   
 City   
 State   
 Postal Code   
 Country

**Back** **Proceed to Payment Details**

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.

**SECURE CHECKOUT**

1: Enter Your Address 2: Enter Your Payment Details

Please review your order and provide payment information to complete your purchase.

**Order Information**

Item	Qty	Price	Total
TEAS SELF PAY Item # TEAS SELF PAY Location: PSI Test Site for TEAS Nursing Time: To Be Determined Free transcript will be sent to: zzDevon Medical School	1	\$115.00	\$115.00

Merchandise Subtotal: \$115.00

Ship By: Electronic Delivery

Promotion Code:  **Apply Code**

Discount: -\$0.00

Tax: \$0.00

Shipping: \$0.00

**Total:** \$115.00

**Payment Information**

Payment Method: Credit Card

Billing Address: Alissa McCall  
7500 W. 160th Street  
Silkville KS 66085  
US  
Tel: 913-661-6846  
E-Mail: attestemail@ascendlearning.com

Edit Address

Card Number

Expiration Date: CVV

I have reviewed my order carefully and confirm that it is accurate and complete. I understand that this order, once submitted, is non-cancellable and no returns, refunds or credits are available for this purchase. Please call Customer Service at 1.800.667.7531 for additional questions. Note: You will not be able to submit your order if this box is not checked.

**Submit Order**

**Back**

ATI Does Not Offer Returns. Damaged or defective products will be replaced if sent back to ATI within 30 days of purchase. Please call Customer Service at 1.800.667.7531 for more details.

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.

### 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:

- 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.

Welcome to PSI Exams online

Discover an easy to use, paperless, and interactive approach to expedite your examination process.

**New Users**

You can:

- » Create an account
- » Register for an examination
- » Schedule an examination

Access the PSI Exams Online Web site at <http://candidate.psiexams.com>. Then, on the PSI Exams Online home page, click **Schedule**.

**Sign in using secure server**

**Sign Up**

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.

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

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

**Download Candidate Information Bulletin**

**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

- Click [Download Candidate Information Bulletin](#) to open the Candidate Information Bulletin in a new window.
- Click **Schedule for a test** to open the Schedule a Test page. If PSI has received your registration and payment information from ATI, you will be able to schedule the location, date and time for your exam. Follow the prompts on the screen and refer to the Candidate Information Bulletin. If you have questions, call PSI at 800-733-9267 for assistance.

## 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.

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