

HOW TO REGISTER FOR THE 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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Associated documents: See, also, the following associated information:

- How to Register for the TEAS Assessment at a PSI Site
- o Registering for a TEAS Assessment at a non-PSI Site vs. a PSI Site

What you Should Know

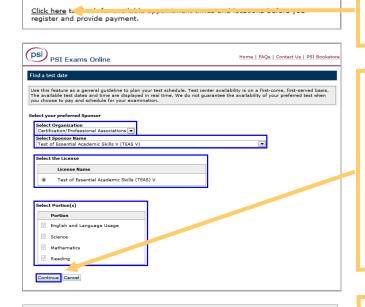
- ➤ PSI's online system uses Internet Explorer. At this time, Firefox, Mozilla and Safari browsers are not supported.
- > Desired testing center locations, on occasion, can be full for the date requested. You may have to designate an alternate location, date, and/or time.
- ➤ If you need ADA accommodations, you must contact PSI prior to testing. You must fill out and submit a candidate information bulletin form located on PSI's Web site prior to scheduling a date.
 https://candidate.psiexams.com/catalog/fti agency license details.jsp?fromwhere=findtest&testid=2
 607.
- > There is a **no refund policy** on 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 ATI 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 ATI TEAS 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.



Check Available Appointment Dates Before You Register

In the Check Available Appointment Dates Before You Register area, 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.

- o **Organization** Certification/Professional Associations
- Sponsor Name Test of Essential Academic Skills (ATI TEAS)
- License Test of Essential Academic Skills (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 Sel Zip or City: 66062, Overland Park, KS Search 2 • Country: USA Overland Park - New Horizons 9.9 miles 9611-E Metcalf Ave. Overland Park, Kansas, 66212 24.6 miles Lees Summit - Air Charter 2525 NE Douglas,Lees Summit Municipal,Lees Summit,Mi Kirksville - Kirksville Area Technical Center 1103 S Cottage Grove,Kirksville,Missouri,63501 144.8 miles Aurora - Aurora Aviation LLC 1526 East Highland, Aurora Munical Aurora, Missouri, 65605 149.1 miles 4420 C Kd -304,Elton Hensley Memorial,Fulton,Missouri,65251 152.0 miles 1 2 3 4 5 6 M- J of 30 Continue Caucel

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

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**.

From: 08/04/2015 ? To: 09/30/2015 ? Find Available Sessions Page: 1 V of 4 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 Overland Park - New Horizons*, Kansas 08/11/2015 9:00 AM Overland Park - New Horizons*, Kansas 08/12/202 9:00 AM Overland Park - New Horizons*, Kansas 08/13/2015 9:00 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 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 a PSI ATI TEAS Assessment on the ATI Web site.

The next step is to pay for your session and order your transcripts on the ATI Web site.

Note



From the <u>atitesting.com</u> home page enter your Username and Password and click **GO** to launch the Student Home page.

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.



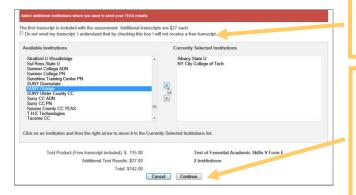
Select one of these test types and then click **Next**.

- PSI Test Site for ATI TEAS Allied Health
- PSI Test Site for ATI TEAS Nursing

This information displays after your selection. Click **Register**.

This purchase is for the TEAS V exam administered at a PSI test center. Refunds are not available for PSI exam purchases, understand this and would like to proceed to cneck out.

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



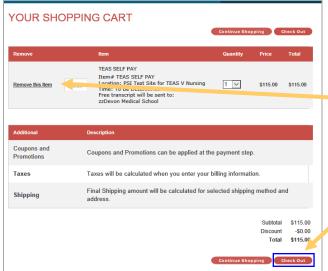
If you do not want ATI to send a transcript at this time, select the *Do not send my transcript* check box. You will still be able to order transcripts.

Select one or more institutions where you want to send a transcript of your results. 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.



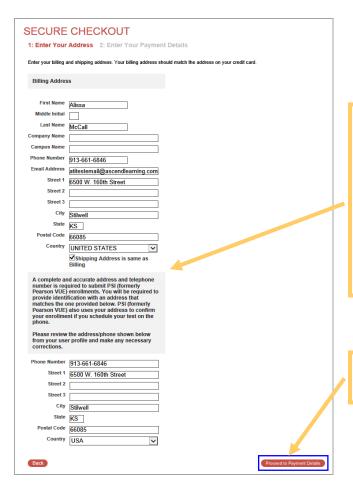


Check that your order information is correct.

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.



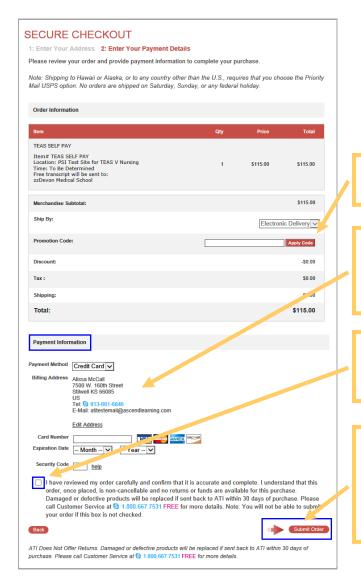
Verify that your address information is correct and make any needed changes, making sure that both the top and bottom portions of the form are filled in.

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.





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 TEAS Session with PSI.

24 hours after registering on the ATI Web site, schedule the time and location to take the ATI TEAS, either online or by phone:

- To register online, go to the PSI Web site at www.psiexams.com and repeat the process in STEP 1 to find your session.
- > To register by phone, call PSI at 800-733-9267.
 - o PSI will require the ID # from your purchase confirmation, so be sure to have it available.
 - After scheduling the ATI TEAS with PSI, you will receive an e-mail confirmation providing the test center location and directions.
 - o If you need to reschedule your test, you must contact PSI 2 days before the scheduled test date.

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