HOW TO REGISTER TO TAKE THE ATI TEAS ASSESSMENT AT A PSI SITE

Have you been instructed by the school to which you’re applying to register for the TEAS Exam at PSI? PSI and ATI have partnered to provide a National Testing Center that administers 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, Mozilla Firefox, 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.
- You will receive one complimentary transcript with your registration and may choose the school in which to submit this official transcript. You may send the transcript following the completion of your TEAS exam by logging into your student account at www.atitesting.com/login and selecting Send Transcript under your Recent Activity or by selecting the My Results tab and clicking the send transcript link below your TEAS exam results.
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 ATI TEAS on a date and time that is suitable for you. Access the PSI Exams Online Web site at https://candidate.psiexams.com/testdate/testdate.jsp. 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 TEAS
- Certification Exam – ATI TEAS Test
- Portion – ATI TEAS

Note: If the Portions display individually, they 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.

Go to www.atitesting.com/teas/register and click REGISTER NOW.

On the TEAS REGISTRATION window, click In Person.

Enter the city and state or Zip code of your desired PSI testing site and then click SEARCH.

Note: PSI testing locations will not populate with this search. Click the TEAS at PSI Test Center SELECT button to pay for your TEAS exam. Payment for your TEAS at PSI exam enables you to register for a location, date, and time through PSI. Follow the remaining steps below. For a complete list of PSI testing centers visit the PSI Testing Centers Web page.

Click SELECT for PSI Test Site for TEAS Nursing.
Read and understand your registration information.

About your Transcript(s):
- You will receive one free ATI TEAS Transcript Credit with your registration.
- Order additional transcripts here at $27.00 each.
- You will select the institution(s) to receive your transcript after you complete your ATI TEAS exam.
- To send your transcript after your TEAS exam, you must log in to your student account, and either by selecting SEND TRANSCRIPT under TEAS Activity or via the MY RESULTS tab below your TEAS results.

Understand the rescheduling policy.

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 the Select Session window displays, SELECT PSI Test Site for TEAS Nursing. Otherwise, skip this step.

1. Check that your order is correct.
2. Click an item’s X icon to remove the item.
3. Use the drop-down menu to change a quantity.
4. If applicable, enter a discount code and click APPLY.
5. Note that your time to complete this page is limited. If you do not finish within the time limit, you will have the opportunity to go back to reset your session.
6. When your changes are finished, click PROCEED TO CHECKOUT.
Complete the Payment and Billing Information, making sure that all portions of the form are filled in. Verify that your address information is correct and make any needed changes. When you are finished, click NEXT.

**Note:** If any required information has not been filled in, you will be prompted to provide the information before you are allowed to continue.

Review your order.

- To make changes, click BACK TO SHOPPING CART.
- To submit your order, click COMPLETE ORDER.

After you submit your order, you will receive a receipt that you can print for your files.

Within 2 hours, you will receive an e-mail from PSI that contains your candidate ID number. **You will need this number to register for your exam**.

The e-mail also provides a link to schedule your ATI TEAS Exam. You can register either online using the link provided by PSI or by calling 1-800-733-9267.

When you click the link to schedule your ATI TEAS exam through PSI, you must create a PSI account.

- Click the SCHEDULE NOW button or this link to locate a testing center: PSI testing centers. **Remember that you will need your Candidate ID number from the PSI authorization e-mail to schedule your exam.**
- Click STUDENT PORTAL to go to your account on the ATI Web site.

In your student account, you’ll see a tile under **Recent Activity**, confirming your purchase.

After you receive your authorization e-mail from PSI and your Candidate I.D. number, you can click Manage Exam to access the PSI Web site and schedule your exam.
**STEP 3: Schedule your ATI TEAS Session with PSI.**

Within 2 hours after your purchase on the ATI Web site you will receive an authorization to test from PSI. 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/](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.
- Candidate I.D. # from the authorization e-mail you received from PSI.
- 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.

Access the PSI Exams Online Web site at [http://candidate.psiexams.com](http://candidate.psiexams.com). Then, on the PSI Exams Online home page, click **Schedule** an examination.

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.

- 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.