



## 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 TEAS V 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
  - Registering for a TEAS Assessment at a non-PSI Site vs. a PSI Site
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### 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=2607](https://candidate.psiexams.com/catalog/fti_agency_license_details.jsp?fromwhere=findtest&testid=2607).
- There is a **no refund policy** on a TEAS V 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 V 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.

**Check Available Appointment Dates Before You Register**

[Click here](#) to find available appointment dates and locations before you register and provide payment.

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.

PSI Exams Online Home | FAQs | Contact Us | PSI Bookstore

**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 time 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

Select the following and then click **Continue**. Each selection will open the next drop-down list.

- **Organization** – Certification/Professional Associations
- **Sponsor Name** – Test of Essential Academic Skills V (TEAS V)
- **License** – Test of Essential Academic Skills (TEAS V)

**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

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

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

Distance	Testcenter Name	Address
<input checked="" type="checkbox"/> 9.9 miles	Overland Park - New Horizons	9611-E Metcalf Ave,Overland Park,Kansas,66212
<input checked="" type="checkbox"/> 24.6 miles	Lees Summit - Air Charter	2323 NE Douglas,Lees Summit Municipal,Lees Summit,Missouri,64064
<input type="checkbox"/> 144.8 miles	Kirksville - Kirksville Area Technical Center	1103 S Cottage Grove,Kirksville,Missouri,63301
<input type="checkbox"/> 149.1 miles	Aurora - Aurora Aviation LLC	1526 East Highland,Aurora Municipal Airport,Aurora,Missouri,65605
<input type="checkbox"/> 152.0 miles	Fulton - Fulton Flying Service Inc.	4420 S. Hwy Kd -304,Elton Hensley Memorial,Fulton,Missouri,65251

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 To: 09/30/2015

**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.

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 TEAS V Assessment on the ATI Web site.**

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

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 V Allied Health
- PSI Test Site for TEAS V 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 PSI TEAS V 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.

**YOUR SHOPPING CART**

[Continue Shopping](#)   [Check Out](#)

Remove	Item	Quantity	Price	Total
<a href="#">Remove this item</a>	TEAS SELF PAY Item# TEAS SELF PAY Location: PSI Test Site for TEAS V Nursing Time: 11:00 AM - 12:00 PM Free transcript will be sent to: zzDevon Medical School	1	\$115.00	\$115.00

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Additional	Description
Coupons and Promotions	Coupons and Promotions can be applied at the payment step.
Taxes	Taxes will be calculated when you enter your billing information.
Shipping	Final Shipping amount will be calculated for selected shipping method and address.

Subtotal \$115.00  
 Discount -\$0.00  
**Total \$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.

*Note: Shipping to Hawaii or Alaska, or to any country other than the U.S., requires that you choose the Priority Mail USPS option. No orders are shipped on Saturday, Sunday, or any federal holiday.*

**Order Information**

Item	Qty	Price	Total
TEAS SELF PAY Item#: TEAS SELF PAY Location: PSI Test Site for TEAS V Nursing Time: To Be Determined Free transcript will be sent to: zzDevon Medical School	1	\$115.00	\$115.00
<b>Merchandise Subtotal:</b>			\$115.00
Ship By:		Electronic Delivery	
Promotion Code:		<input type="text"/>	<input type="button" value="Apply Code"/>
Discount:			-\$0.00
Tax:			\$0.00
Shipping:			\$0.00
<b>Total:</b>			<b>\$115.00</b>

**Payment Information**

Payment Method:

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

Card Number:

Expiration Date:  Month  Year

Security Code:

I have reviewed my order carefully and confirm that it is accurate and complete. I understand that this order, once placed, is non-cancellable and no returns or funds are available for this purchase. 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 FREE for more details. Note: You will not be able to submit your order if this box is not checked.

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 FREE 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 TEAS Session with PSI.

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

- To register online, go to the PSI Web site at [www.psiexams.com](http://www.psiexams.com) and repeat the process in STEP 1 to find your session.
- To register by phone, call PSI at 800-733-9267.
  - PSI will require the ID # from your purchase confirmation, so be sure to have it available.
  - After scheduling the TEAS V 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 2 days before the scheduled test date.

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