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

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.

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.

- 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.

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.
How to Register for the TEAS Assessment at a PSI Site

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.

1. 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.

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

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

4. 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.

5. 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.

6. 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.

7. 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.
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 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.

   o After scheduling the TEAS V 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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