



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.
- 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 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**.

Distance	Test Center Name	Address
3.0 miles	Des Plaines - IT Expert System (PAN)	IT Expert System -2400 E. Devon Ave., Suite 257, Des Plaines, Illinois, 60018
4.1 miles	Park Ridge - Royal Testing Center (PAN)	1550 N. Northwest Highway, 1st Fl., Ste 106, Park Ridge, Illinois, 60068
10.6 miles	Schaumburg - IT Expert System, Inc (PAN)	IT Expert System -951 N Plum Grove Rd., Suite A, Schaumburg, Illinois, 60173
14.4 miles	CHICAGO	PSI Chicago, 332 S. Michigan Ave., Suite 410, Chicago, Illinois, 60604
18.2 miles	Naperville - IT Expert System, Inc (PAN)	IT Expert System -1560 Wall Street, Suite 111, Naperville, Illinois, 60563

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**.

Test Center	Available Date	Start Time
Park Ridge - Royal Testing Center (PAN)*, Illinois	06/04/2021	10:00 AM
Park Ridge - Royal Testing Center (PAN)*, Illinois	06/04/2021	12:00 PM
Park Ridge - Royal Testing Center (PAN)*, Illinois	06/04/2021	2:00 PM
Schaumburg - IT Expert System, Inc (PAN)*, Illinois	06/04/2021	9:30 AM
Schaumburg - IT Expert System, Inc (PAN)*, Illinois	06/04/2021	9:00 AM
Schaumburg - IT Expert System, Inc (PAN)*, Illinois	06/04/2021	12:30 PM
Des Plaines - IT Expert System (PAN)*, Illinois	06/04/2021	9:00 AM
Des Plaines - IT Expert System (PAN)*, Illinois	06/04/2021	12:30 PM

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.

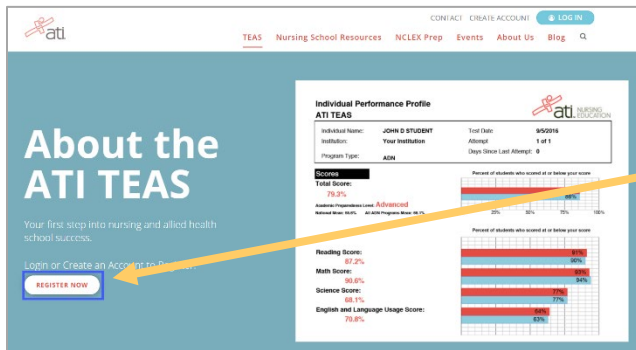
If you do not find a suitable session, you can:

- 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.

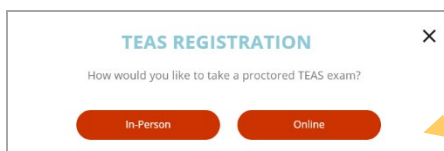
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STEP 2: Purchase an ATI TEAS at PSI Assessment on the ATI Web site.

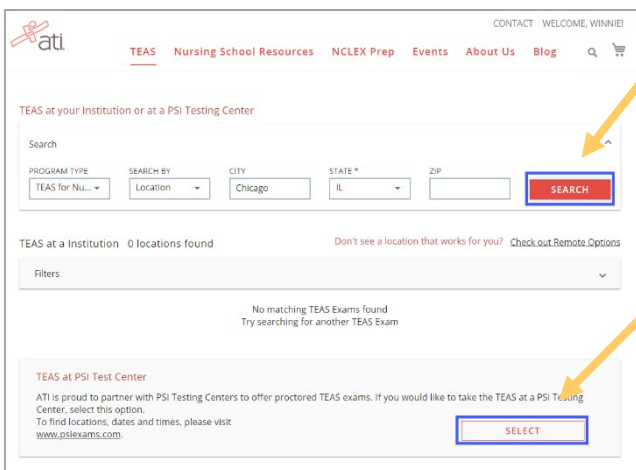
The next step is to pay for your session and order your transcripts on the ATI Web site. You must purchase your ATI TEAS Assessment from the ATI Online Store prior to scheduling your assessment date with PSI.



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

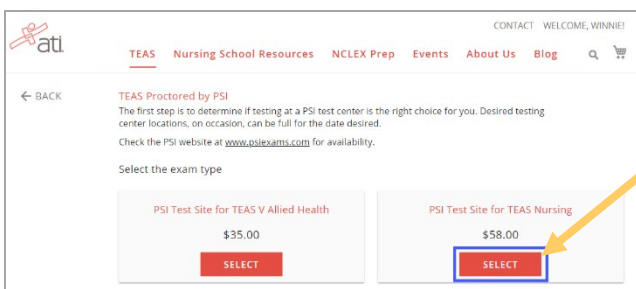


On the TEAS REGISTRATION window, click **In Person**.



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.

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PRODUCT DETAILS

TEAS Proctored by PSI

PSI Test Site for TEAS Nursing

\$58.00

ATI TEAS Exam results - In-Person - Proctored by PSI

Exam results can take up to 72 hours to populate into your ATI account at www.atitesting.com under the My Results tab. Please be aware that the date on your score report will reflect the date the exam posts to your ATI account.

Accommodations - In-Person - Proctored by PSI

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request alternative arrangements by [clicking here](#).

Requirements for exam accommodation requests: You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title, and telephone number of the medical authority or specialist.
- Original signature of the medical authority or specialist

What to bring to your ATI TEAS exam - In-Person - Proctored by PSI

You must provide 1 form of identification. It must be a VALID form of a state- or government-issued identification that bears your signature and has your photograph. Examples of acceptable identification are:

- State-issued driver's license
- State-issued identification card
- U.S. Passport
- U.S. Military Identification Card
- U.S. Alien Registration Card

The identification provided must match the name on the eligibility notice that you receive from ATI.

ATI log in information: Test-takers who do not have their ATI username and password will not be able to take the exam.

Writing instrument: You will be provided with scratch paper and may bring two sharpened No. 2 pencils. No other writing instruments are allowed.

Additional Test Day Information

Test Assessment Batchid: 11072493 Password: 5526944457

Transcripts

If you are testing at an institution or at a school testing center (in-person or online remote proctored), your TEAS transcript that is included in your TEAS Exam registration fee is automatically sent to that school/location. You cannot choose an alternate school for your submission of this transcript. If you are testing via TEAS at ATI or TEAS at PSI, you will receive one complimentary transcript credit with your registration and may choose the school in which to submit this official transcript.

If you are applying to more than one school or a different school than where you are testing, you will need to purchase additional transcripts or transcript credits for those submissions. You may purchase additional transcripts now in the check-out process or after your ATI TEAS Exam via your student account at www.atitesting.com under ATI TEAS Activity or under the MY RESULTS tab below your TEAS exam results.

☐ I would like to purchase additional transcripts now for \$27.00 each.

Quantity

Refund Policy - In-Person - Proctored by PSI

All ATI TEAS at PSI exam registration fees are final. You may cancel and reschedule a TEAS exam at PSI without forfeiting your fee if your cancellation notice is received 2 days before the scheduled test date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative at 833-537-1330 to reschedule.

☐ I understand that I will not receive a refund

CONTINUE REGISTRATION

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.

Select Session

Only one session is allowed in your cart at time. Please select the session you'd like to attend

PSI Test Site for TEAS Nursing

SELECT

ATI Remote Proctored TEAS Nursing

Aug 31, 2021 - 12:30 PM CST

SELECT

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

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CONTACT CREATE ACCOUNT LOGIN

SHOPPING CART

✓ You added TEAS Exam Registration to your shopping cart.

Items

1

TEAS Transcript Credit

Product SKU: TEAS_TRANSCRIPT_CREDIT

Price: \$27.00

Quantity:

Subtotal: \$54.00

2

TEAS Exam Registration at PSI Test Site for TEAS Nursing

Price: \$58.00

Subtotal: \$58.00

3

1 Free Transcript Redeemable in the Student Portal

Subtotal: \$58.00

Summary

Subtotal: \$112.00

Shipping, tax and other fees will be added during checkout.

Discount Code:

APPLY

Total: \$112.00

PROCEED TO CHECKOUT

- 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**.

CHECKOUT

1 Payment 2 Review & Confirm

Payment Information

CARDHOLDER NAME
ATI

CARD NUMBER
4111 1111 1111 1111

SECURITY CODE
111

EXPIRATION DATE
01 January 2023

Summary

Subtotal	\$112.00
Total	\$112.00

NEXT

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.

← BACK TO SHOPPING CART Purchases made outside of the U.S. are not supported at this time.

CHECKOUT

1 Payment 2 Review & Confirm

Review & Confirm

TEAS Transcript Credit
Course ID: TEAS_TRANSCRIPT_CREDIT
Price: \$27.00
Quantity: 2 Subtotal: \$54.00

TEAS Exam Registration
Course ID: TEAS_SELF_PSI
1 Free Transcript
Redeemable in the Student Portal
Price: \$58.00 Subtotal: \$58.00

Payment Information
Visa ending in 1111

Summary

Subtotal	\$112.00
Total	\$112.00

COMPLETE ORDER

Review your order.

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

RECEIPT

Thank you for your purchase.

Schedule Your TEAS Exam at PSI

To schedule your ATI TEAS Exam at PSI now, click on the SCHEDULE NOW button. You may schedule your ATI TEAS EXAM at a later date, manage transcripts and access purchased ATI TEAS prep via the Student Portal by logging in at www.atitesting.com or clicking the STUDENT PORTAL button below.

SCHEDULE NOW **STUDENT PORTAL**

Order Information

Order # 1440570200071771
Placed on 06/04/2021

Student Name: Winnie Knoepker
Student ID: 2116085854
Order Total: \$112.00
Payment Method: Visa Card
Billing Address: 11161 Overlook Rd
Leawood, Kansas 66214
United States

If you have questions, feel free to contact our support team:
online@atitesting.com
800.667.7531

Your Order Details

Item	Qty	Amount
TEAS Transcript Credit	2	\$54.00
TEAS Exam Registration at PSI Test Site for TEAS Nursing 1 Free Transcript Redeemable in the Student Portal	1	\$58.00
Subtotal		\$112.00
Total		\$112.00

Print receipt

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.

HOME MY ATI MY RESULTS HELP

Recent Activity (Last 30 days)

TO DO TEAS Proctored by PSI
Expires 6/7/2022

[Manage Exam](#) [Learn More](#) [Test](#)

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/>. Note the following and be prepared to provide the applicable information:

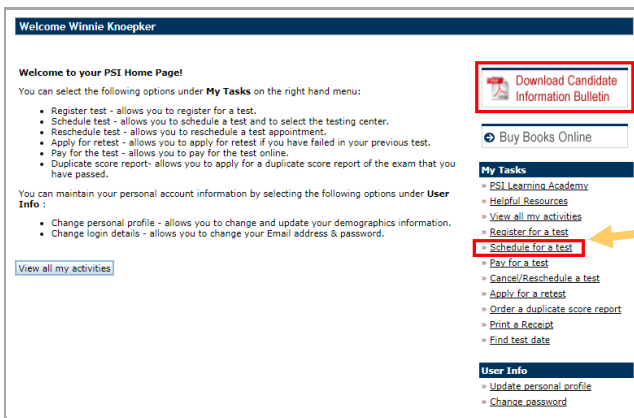
- The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid, government-issued ID that shows your name in the English alphabet, your signature, your photograph.
- Candidate I.D. # from the authorization e-mail 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>. 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.

☐ 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.



- 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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