EXAMINATIONS BY PSI SERVICES, LLC

Center for Nursing Education and Testing (C-NET) has contracted with PSI Services LLC (PSI) to deliver its certification examinations.

Candidates interested in taking an examination must be pre-registered with C-NET. Please go to **www.cnetnurse.com** for more information. You may only test once per eligibility file. Each time you fail, you must reapply with C-NET.

The following examinations are offered:

- Medical-Surgical Nursing Certification Examination
- Certified Clinical Hemodialysis Technician (CCHT) Examination
- Certified Clinical Hemodialysis Technician (CCHT) Examination –Retest
- Certified Clinical Hemodialysis Technician-Advanced (CCHT-A) Examination
- Dialysis Nursing Certification (CDN) Examination
- Nephrology Nursing Certification (CNN) Examination
- Certified Nephrology Nurse - Nurse Practitioner (CNN-NP) Examination
- Certified Dialysis Licensed Practical/Vocational Nurse (CD-LPN/LVN)
- Certified Addictions Registered Nurse (CARN) Examination
- Certified Addictions Registered Nurse - Advanced Practice (CARN-AP) Examination
- Care Coordination and Transition Management Certification (CCTM) Examination

Once you have been approved by C-NET, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet at www.psiexams.com, or schedule over the telephone at (800) 211-2754.

If you require special accommodations, you must get approval from C-Net before scheduling with PSI.

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

All scheduling questions should be directed to PSI.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(800) 211-2754 • Fax (702) 932-2666
www.psiexams.com

INTERNET SCHEDULING

You may schedule for your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, www.psiexams.com. You may schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.

2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.

TELEPHONE SCHEDULING

PSI has two scheduling methods available for those that wish to schedule by telephone. First, candidates may call PSI at (800) 211-2754, 24 hours a day and schedule using the Automated Registration System. Second, candidates wishing to contact a live operator may use this same telephone number to contact PSI registrars 7 days a week to schedule an appointment for the test. PSI has test sites throughout the United States. The times of operation for live operators are as follows:

	Monday - Friday	Saturday - Sunday
Eastern Time	8:00am - 8:00pm	9:00am - 5:30pm
Central Time	7:00am - 7:00pm	8:00am - 4:30pm
Mountain Time	6:00am - 6:00pm	7:00am - 3:30pm
Pacific Time	5:00am - 5:00pm	6:00am - 2:30pm

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 211-2754. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 211-2754. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

EXAMINATION SITE LOCATIONS

There are nationwide examination centers. You will be provided with the locations upon scheduling for your examination. Go to www.psiexams.com for a listing of sites.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION

- **You must provide 1 form of identification.** This must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph.
- Temporary identification will NOT be accepted, even if presented with an expired photo ID.

If you cannot provide the required identification, you must call (800) 211-2754 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. ***Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.***

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Please be advised that children, cell phones, pagers, cameras, programmable electronic devices and recording devices of any kind are NOT allowed to enter PSI testing centers. Additionally, **NO personal items are to enter the testing centers, including handbags, backpacks, heavy coats, etc. PSI will not be responsible for any personal items, and suggests that you leave such items in another safe place, of your choosing.**
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

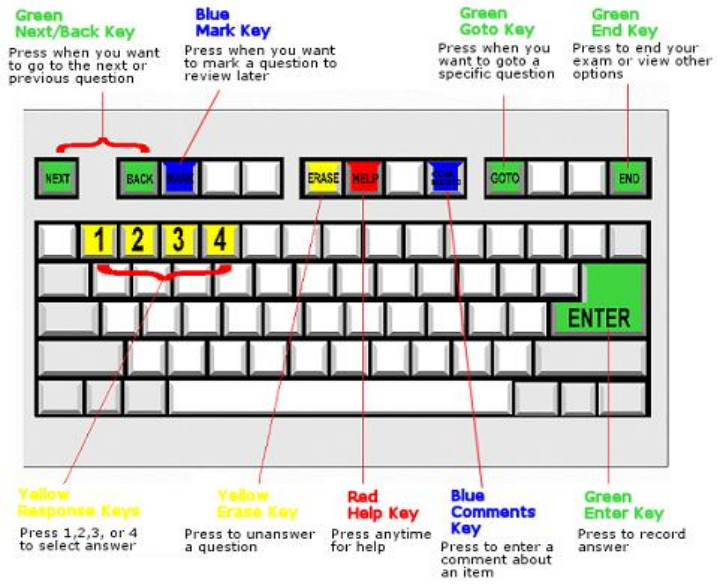
You will be given 2 pieces of scratch paper and a pencil. These will be returned to the proctor at the time of check out.

An online calculator will be available for the following 2 examinations only: Certified Clinical Hemodialysis Technician (CCHT) and Certified Clinical Hemodialysis Technician (CCHT) Retest.

Other than this no calculators are allowed.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** – your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** – an unofficial score report will be printed at the examination site.

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