### Create An Account

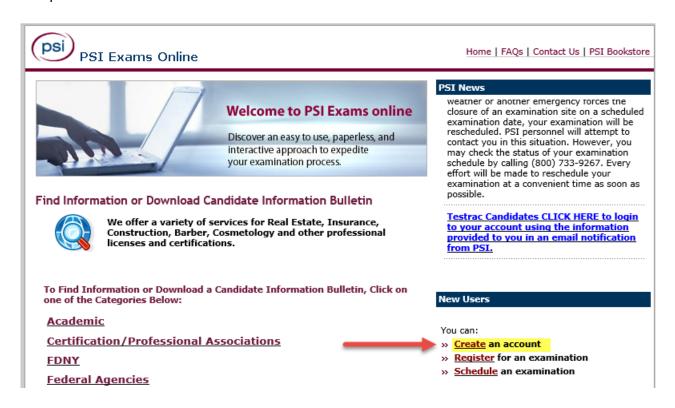
Website: <a href="https://candidate.psiexams.com/">https://candidate.psiexams.com/</a>

New Users:

Click on Create Account

\*Important - The name you enter must match the name that is on your registration email notice\*

NOTE: If you have already created an account in the PSI system, type in your email address and password.



Fill out the required fields\*

**Email Address** 

First Name

Last Name

Create Password

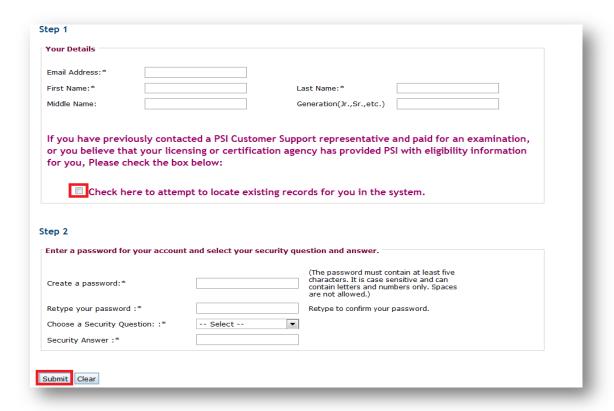
Retype your password

Choose security question

Security answer

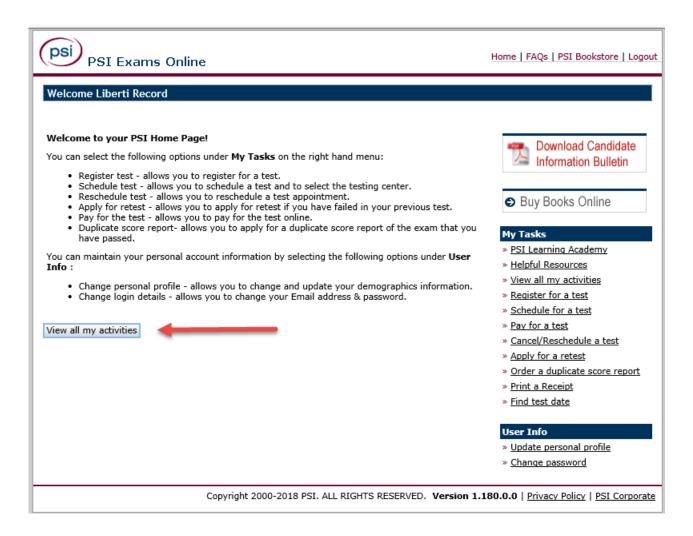
Mark the "Check here to attempt to locate existing records for you in the system." box

After you have completed these steps, you will need to complete the process by clicking on "Submit."

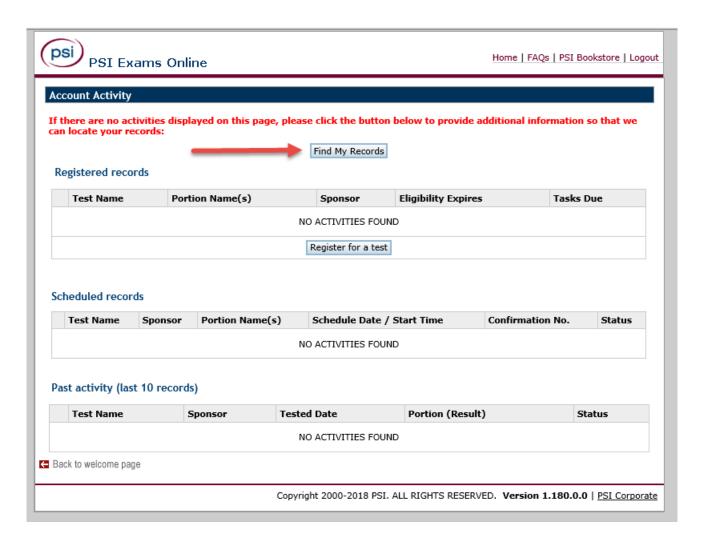


#### Schedule Your Exam

Once you have logged in, click on "View all my activities" on the Welcome Page.



If there are no activities displayed, please click on "Find My Records" to provide additional information.



Select the following from drop down menus.

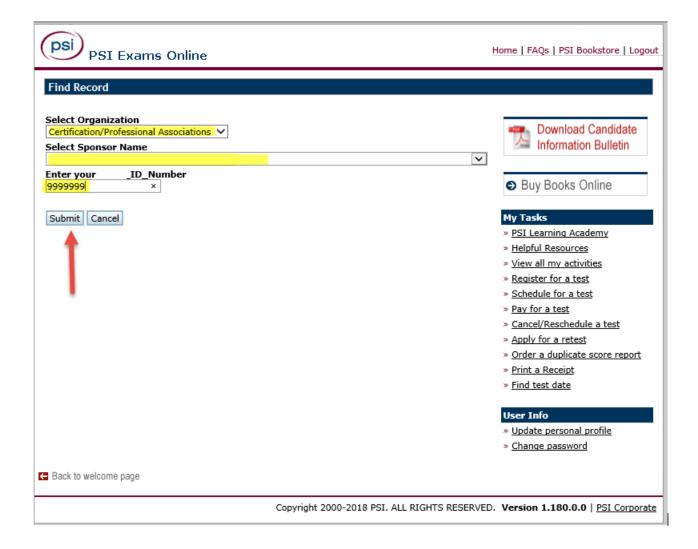
Select Organization: Certification/ Professional Associations

Select Sponsor Name: Certification Board for Sterile Processing and Distribution

(CBSPD)

Enter your ID Number

Click Submit



- The account activity page should now display your registered records.
- Under the 'Tasks Due' heading click on "Schedule for a test".
- Review your examination details at the top of the resulting page then proceed to select your test center location in the lower portion of the screen.
- Input 'Country' and 'Zip Code' of your choice in the fields under 'Test Center Selection' and click the Search button.
- This will generate testing locations in the surrounding area of your request.
- Click to check the box for one or more test centers on the resulting list of locations. Then click the 'Continue' button to view available dates for scheduling at those areas.
- Select your desired date/time and click "Schedule".
- You will receive a pop-up message to confirm your selection. If correct, click OK to proceed to on-screen confirmation details. You will also receive an email confirming your appointment.

If you require further assistance with online scheduling, please contact PSI Customer Service at 1-833-518-7455 or email <a href="mailto:examschedule@psionline.com">examschedule@psionline.com</a>.