

National Commission for Certification of Anesthesiologist Assistants Examinations Candidate Information Bulletin

Testing at a PSI Test Center

The National Commission for Certification of Anesthesiologist Assistants Examinations are delivered at approximately 300 PSI Test Centers geographically located throughout the United States. A current listing of PSI Test Centers, including addresses and driving directions, may be viewed via the testing center link located within your NCCAA account at www.nccaa.org. Prior to receiving your eligibility, candidates can also access the link below for available test center locations.

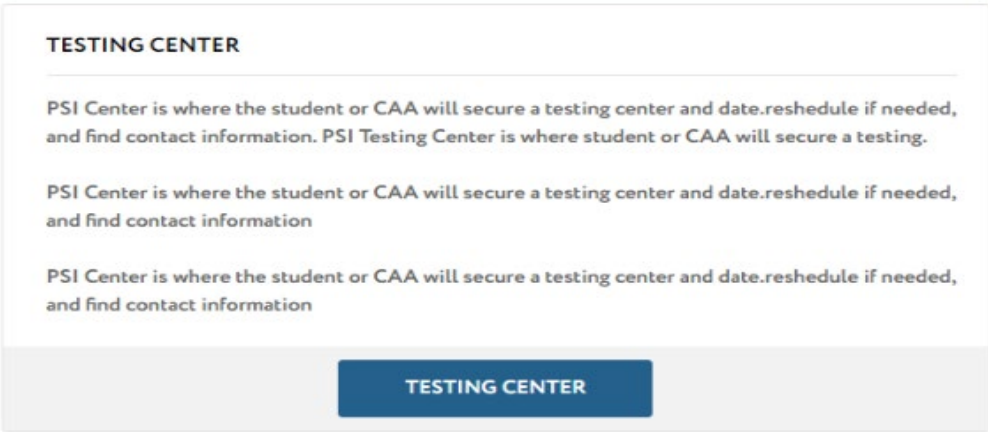
<https://home.psiexams.com/#/test-center?p=AAGYZG7L>

The examinations are administered by appointment only, Monday through Saturday. Appointment starting times may vary by location. All individuals are scheduled on a first-come, first-served basis.

Once you have been approved, you are responsible for scheduling an appointment to take the examination. If you need exam accommodations, please submit your request to NCCAA (see additional instructions below).

Online Scheduling:

Upon receipt of the eligibility confirmation / Authorization to Test email from PSI, candidates may schedule their exam within their NCCAA account by selecting the testing center link. Internet scheduling is available 24 hours-a-day.

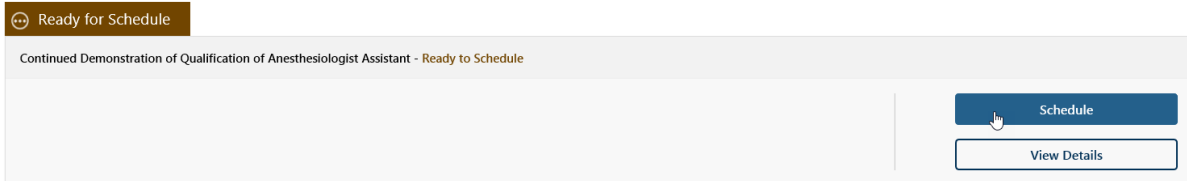


The screenshot displays a web interface for scheduling a test. At the top, there is a header 'TESTING CENTER' with a horizontal line below it. Below the header, there are three identical lines of text: 'PSI Center is where the student or CAA will secure a testing center and date. reschedule if needed, and find contact information. PSI Testing Center is where student or CAA will secure a testing.' At the bottom of the interface, there is a blue button labeled 'TESTING CENTER'. Below the main content area, there is a navigation bar with the text 'History NCCAA Cert Prep Course'.

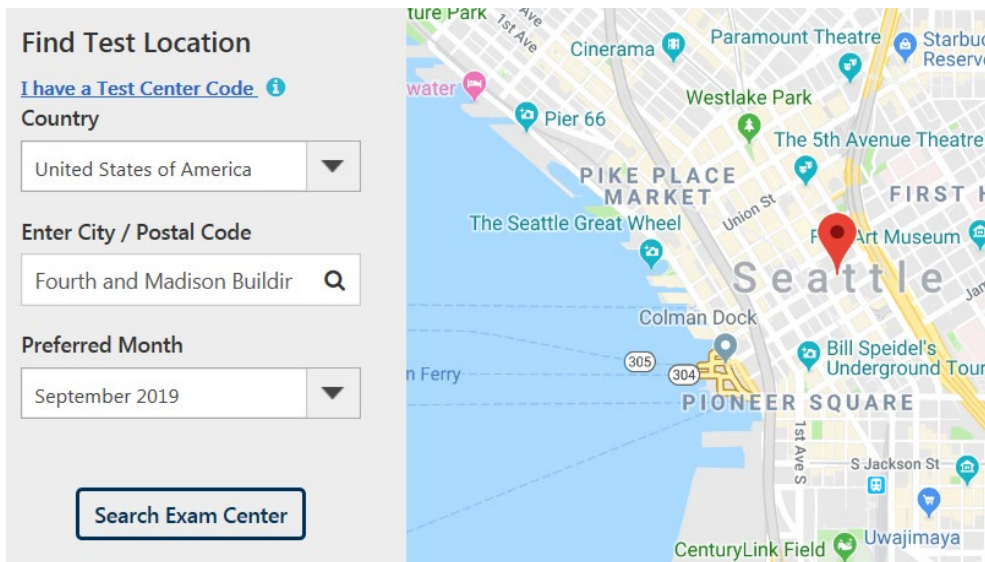


To schedule online, complete the steps below:

1. Once eligibilities are received by PSI, candidates will receive an eligibility confirmation / Authorization to Test email with instructions to log into their NCCAA account for online scheduling. The link will connect to PSI's system for selecting an exam appointment.
2. Candidates will be taken to the PSI dashboard , and then will select option to schedule.



3. Enter the "City or Postal Code" and select "Preferred Month" to take the Exam. Then select "Search Exam Center".



4. Click on the preferred test site.

1. SEATTLE (BELLEVUE)	4122 Factoria Blvd. S.E Suite 303 Newport Place Bellevue WA US 98006	8.69 miles
2. FEDERAL WAY (SEATTLE)	500 SOUTH 336TH STREET STE 220 FEDERAL WAY WA US 98003	20.64 miles
3. EVERETT	1010 SE EVERETT MALL WAY STE 208 EVERETT WA US 98208	21.08 miles

5. Then click on the date and time to make an appointment to take the exam and confirm your selection.

1. SEATTLE (BELLEVUE)
 4122 Factoria Blvd. S.E Suite 303 Newport Place Bellevue WA US 98006 8.69 miles 18 September 2019

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Available Start Time(s) for 01 October 2019

09:00 AM

01:30 PM

You are now scheduled and will receive an email confirmation from no-reply@psiexams.com. This will contain the test date, time, site address and directions. You may also select the dashboard to view the exact reporting instructions for your examination.

2023-2024 Exam Windows:

- **October 12-14, 2023, CERT only**
- **February 8-10, 2024, CERT & CDQ (Registration & scheduling to open November 8, 2023)**
- **June 6-8, 2024, CERT & CDQ (Registration & scheduling to open March 6, 2024)**
- **October 10-12, 2024, CERT only (Registration & scheduling to open July 10, 2024)**

Scheduling by Phone:

To schedule an examination by phone, please call PSI at **855-340-3713**. The times of operation for live operators are as follows:

Time Zone	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm

Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

Special Arrangements for Candidates with Disabilities

A formal, written request for examination accommodations must be sent to NCCAA via email to contact@nccaa.org. The request must include a current letter from the examinee's physician which includes the diagnosis and specific recommended accommodations.

NCCAA and PSI are interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities.

- 1) Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of registration that wheelchair access is necessary.
- 2) Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Examination Rescheduling

You may reschedule the examination if you contact PSI at least two business days prior to the first day of the testing window online via the testing center link within your NCCAA account at www.nccaa.org or by calling PSI at **855-340-3713**.

Missed Appointments / Forfeitures

You will forfeit the examination registration under the following circumstances:

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the first day of the testing window.
- You appear more than 15 minutes late for an examination, or
- You fail to report for an examination appointment.

Inclement Weather/Power Failure/Other Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit www.psonline.com/openings prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center. PSI will make a concerted effort to notify examinees of site closures, including proactively reaching out to candidates via phone/email to reschedule the exam. They will also cancel the exam which will send a notice to candidates allowing them to reschedule through NCCAA's website.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

On the Day of the Examination

Report to the Test Center **30 minutes** before your scheduled appointment time. Look for signs indicating PSI Test Center Check-in. If you arrive more than **15 minutes** after the scheduled testing time you will not be admitted.

Test Center Experience Video

A video overview of the testing process and what to expect on your test day can be viewed at <https://psi.wistia.com/medias/3321yp1ic8>.

Identification

To gain admission to the Test Center, you must present **one valid** (current) form of government-issued identification that includes your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government-issued identification. All acceptable identification below must match the first and last name under which the candidate is registered.

- Examples of valid forms of identification are: driver's license with photograph; state identification card with photograph; passport; or military identification card with photograph and Permanent resident card / Alien registration (acceptable with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

Candidates must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- No handheld calculators are allowed. An onscreen calculator and glossary of terms will be provided within the examination.

- No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, valuables, or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker:

- watches
- hats
- wallets
- keys

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there. Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device.

If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings. Personal belongings include, but are not limited to, the following items:

- Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
- Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

If any personal items are observed in the testing room after the examination is started, the administration will be forfeited.

Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- There are 4 sections to the exam of 1 hour each. Candidates will receive ONE 15-minute timed break at the exam midpoint for all exams.

Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings.

Copyrighted Examination Questions

All examination questions are copyrighted. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

Computer Login

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. Your photograph, taken before beginning the examination, will remain on-screen throughout your examination session. This photograph will also print on your score report.

Practice Examination – Computer Tutorial

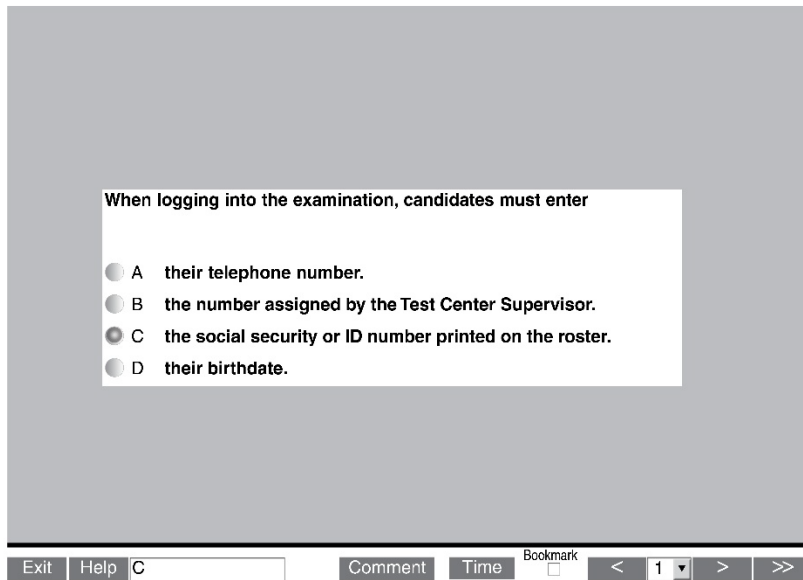
Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time, allowed break time, or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Timed Examination

Before beginning the examination, instructions for taking the examination are provided on-screen. The exam is composed of four, one-hour blocks. The computer monitors the time you spend on the examination. The block will terminate if you exceed the time allowed. You may click on the Time box in the lower menu bar on the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers (up to five answer options) to the examination question are identified as A, B, C, D or E. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using

the mouse. To change your answer, enter a different option by typing a letter or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.



To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions.

Candidate Comments

During the examination, you may make comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

Following the Examination

After completing the examination, you are asked to answer a short satisfaction survey of your examination experience. Your score results will be available within 8 to 10 weeks following completion of the test administration window once post-administration analysis and scoring is completed.