Scheduling Your
New York State
Emergency Medical Services
Certification Exam Via
Computer Based Testing
with PSI Testing Services

Contents

1. **Candidates will receive the following email once they have been imported and approved to schedule.**

Dear JOHN R DOE:

Your eligibility for the Certified Lab Instructor Examination has been approved. Please visit our website at www.goamp.com or call (833) 310-6428 to schedule an examination appointment. You must schedule and complete your examination before your eligibility period expires on 09/19/2020. When scheduling an appointment, NYE123456 will be used for your ID#.

If you have questions concerning your eligibility or scheduling a testing appointment, please contact Candidate Services at (833) 310-6428. Best wishes for success on the Certified Lab Instructor Examination!

2. **Log onto https://www.goamp.com/**
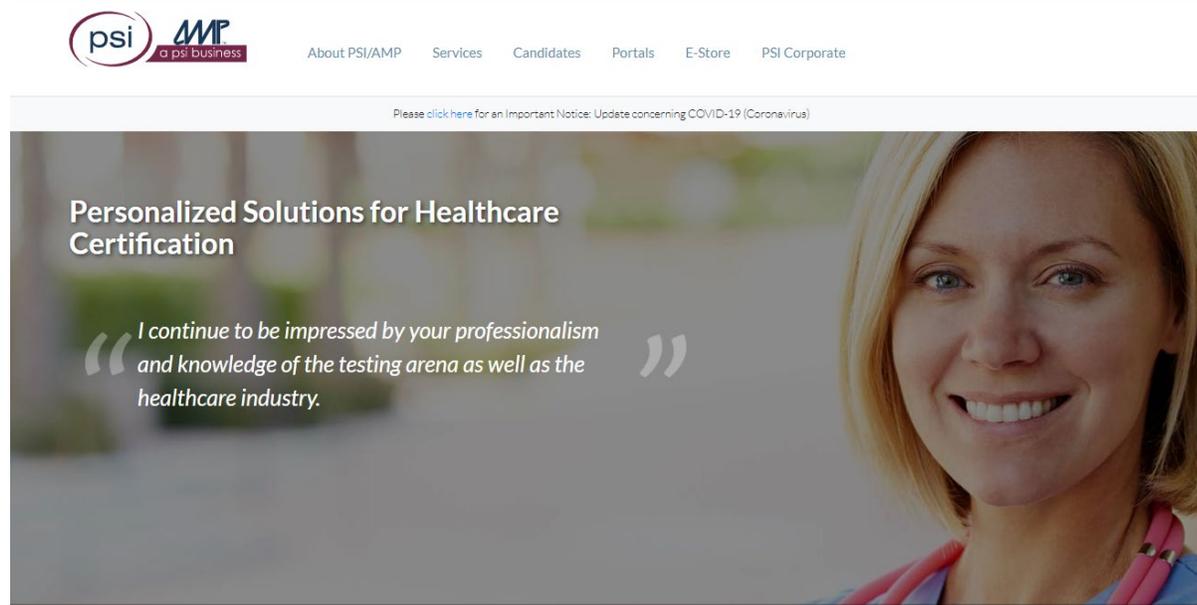
3. **Select Candidates**

4. Select:
   Healthcare
   NYS DOH DOH of Emergency Medical Services
   Your desired exam type

5. You should then be routed to the page below:

psi

ABOUT   SERVICES   CANDIDATES   PORTALS   E-STORE   PSI CORPORATI

NYS DOH Bureau of Emergency Medical Services

Scheduling for the EMT Paramedic Examination will begin January 10, 2020.

Candidate Support Center Information

(833) 310-6428

Additional Information

Candidate Information Bulletin

| View Sponsor's Website | Register for this Exam | Reschedule this Exam | Purchase Vouchers |

6. Click on the Register for this Exam button:

| View Sponsor's Website | Register for this Exam | Reschedule this Exam | Purchase Vouchers |

I Need to Set up An Account with PSI

1. If it is your first time in the platform, you will need to click on New User?

Log In

Please enter your login information. Passwords are case sensitive.

User name: [_____]
Password: [_____]*

[Log In]

New user?

Forgot your password?

Forgot your user name?

If special accommodations are being requested, do not continue with the online registration process and contact AMP at 800/345-6559 to schedule your examination.

7.   Please complete the required fields (illuminated in orange) then click continue.
Please also note:
A.   You must only use your 9-Digit ID# for the "SSN OR Assigned ID#" Field beginning with NYE.
B.   B. You must also use the zip code associated with the home address on your record.

New User

Please complete the information below. Required fields are displayed in orange.

Choose a user name and password

Choose a user name:	JohnSmith	(8 to 20 characters in length)
Choose a password:	••••••••	(Case Sensitive. 8 to 20 characters in length)
Re-enter password:	••••••••	

Enter your personal identification information

First Name:	John	
Middle Name:		
Last Name:	Smith	
Zip Code:	10001	
	(5 Digits. For addresses outside of the United States, please enter 00000.)	
SSN OR Assigned ID#:	NYE123456	(9 characters, no spaces or dashes)
Verify SSN OR Assigned ID#:	NYE123456	

[Continue]

3. **The system will then locate your eligibility file. Please fill out all fields in orange as they are required.**

MailingAddress

Address 1	18000 W 119th
Address 2	
City	Olathe
County	
State	KS
Zip Code	66061 -
Country	UNITED STATES OF AMERICA
Email Address	bkalinowski@psionline.com
Home Phone	7176823626 ext
Work Phone	ext
Fax Number	
Cell Phone	
Date of Birth	January 15 1980
Gender	Female

Cancel   Next

4. **After selecting security questions, you will then be routed to the payment page below. Please fill out all fields and click submit for credit/debit Next. Insert voucher code and click Apply Code if paying with voucher.**

Coupon or voucher code (if applicable) [   ]   Apply Code

Fee	Amount
Certified Lab Instructor Examination	$28.00
Total	$28.00

Fees are processed in US dollars

Total amount due is: $28.00

Cardholder First Name	JOHN
Cardholder Last Name	DOE
Billing Address	1234 NEW YORK AVE
Billing City	NEW YORK
Billing State	NY

5. Next, you will need to select, and answer security questions then click submit:

Security Questions   Welcome, Test.user | Log Out

To enhance security we require that you complete the following questions. Answers to the questions are not case sensitive.

Please select your first security question:	Where did you go to elementary school? ▼	
Please enter your answer here:	School	Letters and numbers only.
Please select your second security question:	What is your favorite sports team? ▼	
Please enter your answer here:	Sports	Letters and numbers only.
Please select your third security question:	What was your high school mascot? ▼	
Please enter your answer here:	Mascot	Letters and numbers only.

Submit

6. You will be brought to the scheduling platform and will see the exam details you're eligible to schedule for. Please click Schedule Exam.

Dashboard > Certified in Public Health Examination

EXAM NAME
Certified in Public Health Examination - Ready to Schedule

CONFIRMATION NUMBER:
B65752131

EXAM DURATION:
240 minutes

Schedule Exam

Security Procedures

You must arrive at the exam center 30 mins before the start of your scheduled time or forfeit your examination fees and you will not be allowed to take your scheduled test

Required Identification Documents

Government-issued ID

Note: Please refer to your program's Candidate Information Guide for additional required documentation

< Go to Dashboard

7. A pop up will appear giving you the option to either select Test Center or Remote Online Proctored.

Please select a delivery mode for scheduling   ✕

Delivery mode

○ Test Center ❓

○ Remote Online Proctored Exam ❓

Cancel   Continue

- **Test Center** –You will go to a physical PSI test center and will be guided through the exam process by a Test Center Administrator.
- **Remote Online Proctored** – You will test from your home, office, or other suitable location and will be guided through the exam process by a Remote Proctor.
  - ○ Please see minimum system requirements for this option.

I Already Have an Account with PSI

If you have already created your account and want to:
Schedule a later date/time
Launch your online remotely proctored exam

1. **Click on the same link in your eligibility email from PSI**

2. **Enter your username and password**

3. **Click on Log In**

Log In

Please enter your login information. Passwords are case sensitive.

User name: test.user
Password: ••••••••

Log In

New user?
Forgot your password?
Forgot your user name?

If special accommodations are being requested, do not continue with the online registration process and contact AMP at 800/345-6559 to schedule your examination.

8. **After selecting security questions, you will then be routed to the payment page below. Please fill out all fields and click submit for credit/debit Next. Insert voucher code and click Apply Code if paying with voucher.**

Coupon or voucher code (if applicable) [   ] Apply Code

Fee	Amount
Certified Lab Instructor Examination	$28.00
Total	$28.00

Fees are processed in US dollars

Total amount due is: $28.00

Cardholder First Name JOHN
Cardholder Last Name DOE
Billing Address 1234 NEW YORK AVE
Billing City NEW YORK
Billing State NY ▾

4. **You will then be directed to the scheduling platform and will see the exam you are eligible to schedule for. Click Schedule Exam.**

5. **A pop up will appear giving you the option to either select Test Center or Remote Online Proctored.**

- **Test Center** –You will go to a physical PSI test center and will be guided through the exam process by a Test Center Administrator.
- **Remote Online Proctored** – You will test from your home, office, or other suitable location and will be guided through the exam process by a Remote Proctor.
  - o Please see minimum system requirements for this option.

I Want to Test in a Test Center

1. **Select Test Center as the delivery mode.**
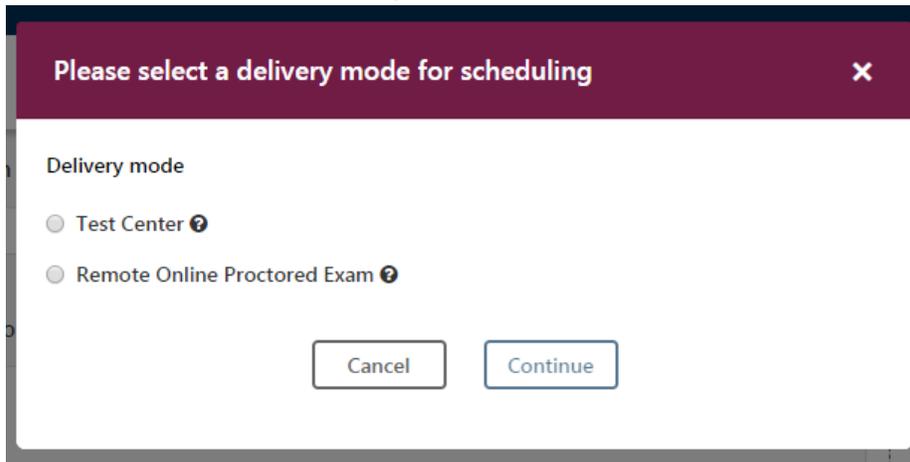
Please select a delivery mode for scheduling   ✕

Delivery mode

○ Test Center ❓

○ Remote Online Proctored Exam ❓

[Cancel]   [Continue]

2. **Select/Enter the following:**

   A. A country in the top drop down

   B. A city or zip code in the second drop down

   C. A preferred month for testing (*please note that your eligibility expiration date will be the last day available on the scheduling platform. For example, if your eligibility expires on September 30[t], that is the last day appointments will be available to you.*)

   D. Exam Center
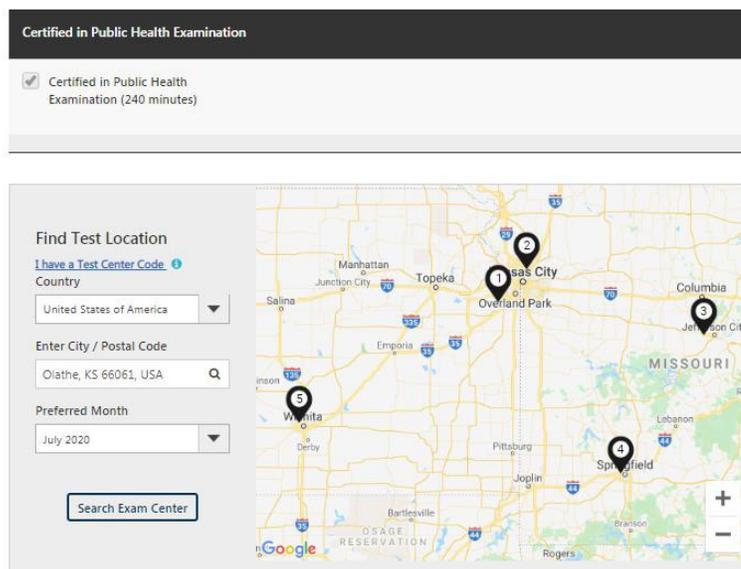
Certified in Public Health Examination

☑ Certified in Public Health Examination (240 minutes)

Find Test Location

I have a Test Center Code ❓

Country

United States of America ▼

Enter City / Postal Code

Olathe, KS 66061, USA 🔍

Preferred Month

July 2020 ▼

[Search Exam Center]

A list of available test centers will appear:

Exam Center Address ⇅		Distance ⇵	First Available Date ⇅	
1.	OLATHE 18000 W. 105th St. Corporate Ridge Office Park Olathe KS US 66061	0.96 miles	01 July 2020	⌄
2.	Gladstone, Missouri (HRB) H & R Block Office 5941 Antioch Gladstone MO US 64119	28.09 miles	07 July 2020	⌄
3.	JEFFERSON CITY 2410 Hyde Park Road Suite C Jefferson City MO US 65109	140.8 miles	01 July 2020	⌄

3. **Click on the name of your desired test center.**

1. OLATHE
18000 W. 105th St. Corporate Ridge Office Park Olathe KS US 66061   0.96 miles   01 July 2020   ⌃

July 2020 ▼

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 July 2020

01:30 PM

■ Available Dates   ■ Selected Date

4. **Select a date on the calendar and a time for the exam.**

5. **Click on Continue at the bottom of the page.**

Continue

6. **A pop up containing the details of your selection will appear. You have the option to change your selection or continue booking your appointment.**

Confirm Schedule Details and Proceed
Certified in Public Health Examination   ✕

Exam Center	Scheduled Date	Start Time	EXAM DURATION
OLATHE 18000 W. 105th St. Corporate Ridge Office Park Olathe,KS,US 66061	Jul 01, 2020	01:30 PM (Time Zone: America/Chicago)	240 Minutes

Change   Continue

7. **After clicking on Continue, you will receive a pop up confirming your exam appointment was created successfully.**

8. **The information on your dashboard will then outline your appointment details.**

Dashboard > Certified in Public Health Examination

EXAM NAME
Certified in Public Health Examination - Scheduled for Test

CONFIRMATION NUMBER:
B65752131

EXAM DATE:	EXAM TIME:	EXAM DURATION:	EXAM LOCATION:
Jul 01, 2020	01:30 PM	240 minutes	OLATHE
	Time Zone:		18000 W. 105th St.
	America/Chicago		Corporate Ridge Office Park
			Olathe,Kansas,USA 66061
			Get Directions

[Print Acknowledgement] [Reschedule] [Cancel Schedule]

Security Procedures

You must arrive at the exam center 30 mins before the start of your scheduled time or forfeit your examination fees and you will not be allowed to take your scheduled test

Required Identification Documents

Government-issued ID

Note: Please refer to your program's Candidate Information Guide for additional required documentation

< Go to Dashboard

I Want to Test Online

1. Select Remote Online Proctored Exam as the delivery mode.
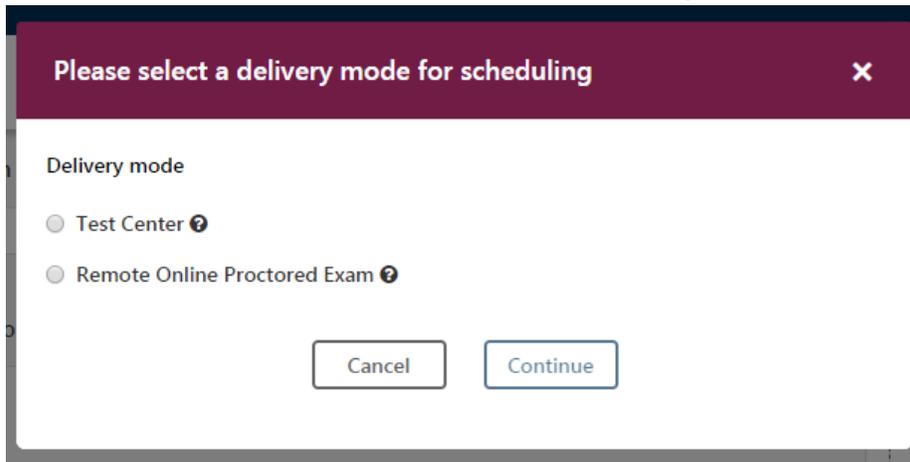
2. Select/Enter the following:

A. A country in the top drop down

B. A time zone *(Please note that your eligibility expiration date will be the last day available on the scheduling platform. For example, if your eligibility expires on September 30th, that is the last day appointments will be available to you.)*

C. A day and time you would like to take the exam
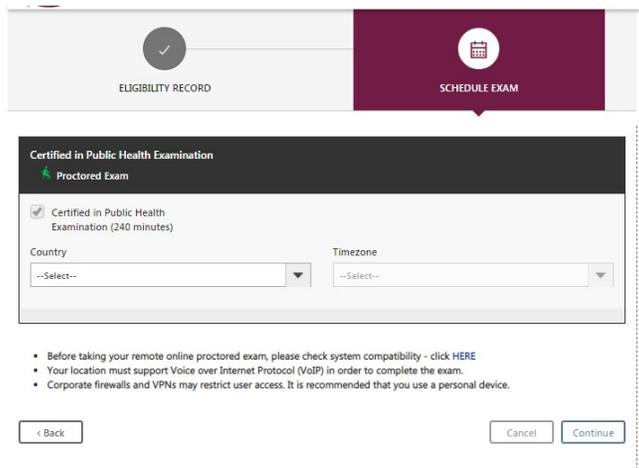
D. Click Continue

May 2020 ▼

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 Dates ■ Selected Date

Available Start Time(s) for May, 16 2020

05:00 PM	05:30 PM	06:00 PM	06:30 PM
07:00 PM	07:30 PM	08:00 PM	08:30 PM
09:00 PM	09:30 PM	10:00 PM	10:30 PM
11:00 PM	11:30 PM		

- Before taking your remote online proctored exam, please check system compatibility - click HERE
- Your location must support Voice over Internet Protocol (VoIP) in order to complete the exam.
- Corporate firewalls and VPNs may restrict user access. It is recommended that you use a personal device.

‹ Back   Cancel   Continue

3. **After clicking on Continue, you will receive a pop up that your exam appointment**

   was created successfully.

   The information on your dashboard will outline your appointment details.

EXAM NAME
Certified in Public Health Examination - Scheduled for Test

CONFIRMATION NUMBER:
B65752131

EXAM DATE:	EXAM TIME:	EXAM DURATION:
Jul 01, 2020	02:30 PM	240 minutes
	Time Zone:	
	America/Chicago	

Print Acknowledgement   Reschedule   Launch Exam   Cancel Schedule

Security Procedures

Please note that smoking, eating, or drinking is not allowed while taking your exam.

If you are taking your exam via Web Delivery, note the following:

- You must take your exam in a private room, free from distractions.
- To check your system compatibility, please visit the following link and follow the directions provided: CLICK HERE for a System Compatibility Check
- You can launch the exam within 30 minutes of your appointment time.

‹ Go to Dashboard

Required Identification Documents

Government-issued ID

Note: Please refer to your program's Candidate Information Guide for additional required documentation

You will also receive an email from no-reply@psiexams.com **with your exam information.**

PSI strongly encourages you to perform the system compatibility check by clicking on CLICK HERE under Security Procedures.

- To check your system compatibility, please visit the following link and follow the directions provided: CLICK HERE for a System Compatibility Check

I Want to Reschedule My Exam

1. **Please review and follow the Log in procedures on Page 2. You will need you to complete the same steps to log in.**

<u>OR</u>

1. **You may also search for the exam at <u>http://online.goamp.com/</u>.**

2. **Select Candidates**
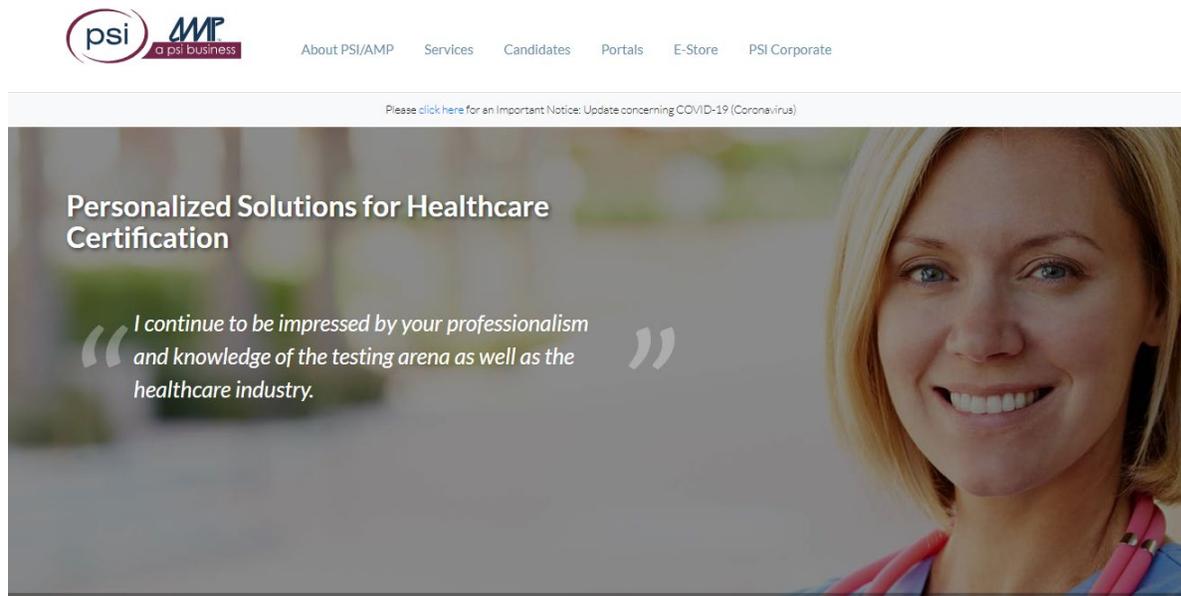
3. **Select Healthcare, NYS DOH Bureau of Emergency Medical Services, and your Examination.**
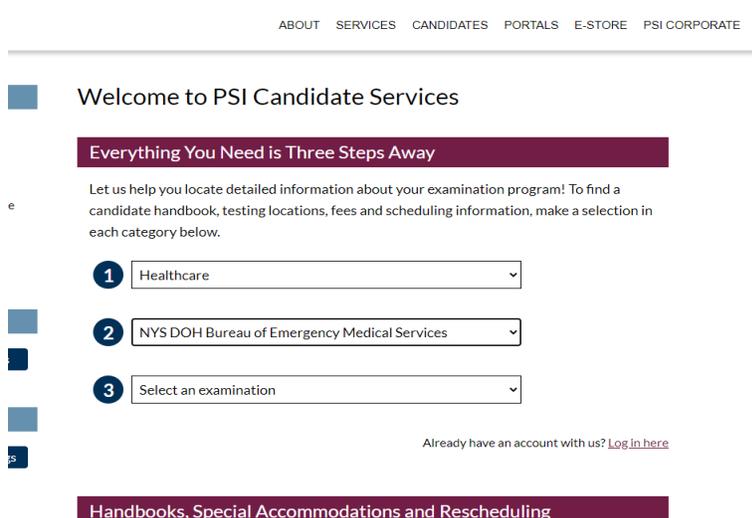
4. **You may click on either Register for this exam or Reschedule this to reschedule your examination.**