

Exam Scheduling Guide

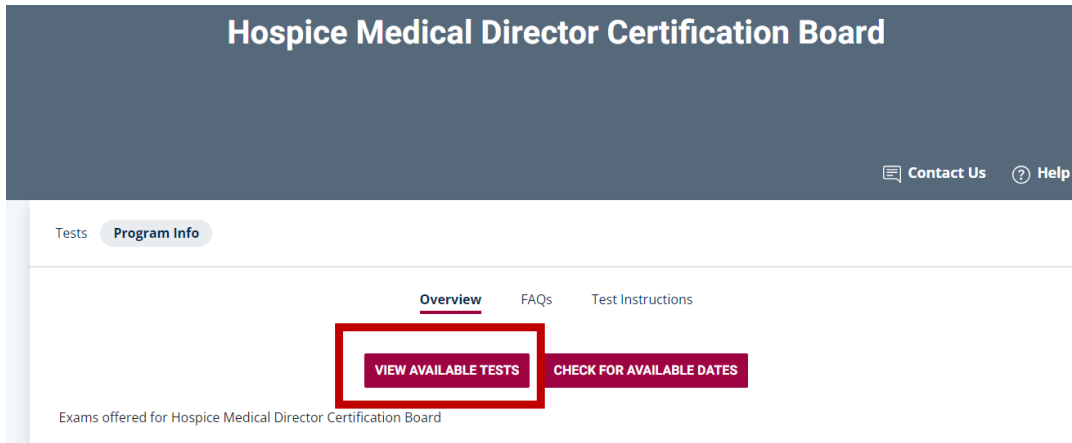
HMDCB

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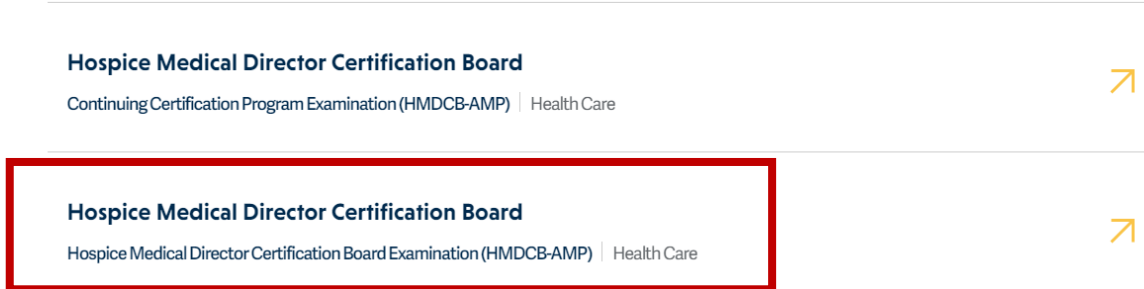
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To schedule your exam online with PSI, follow the below steps.

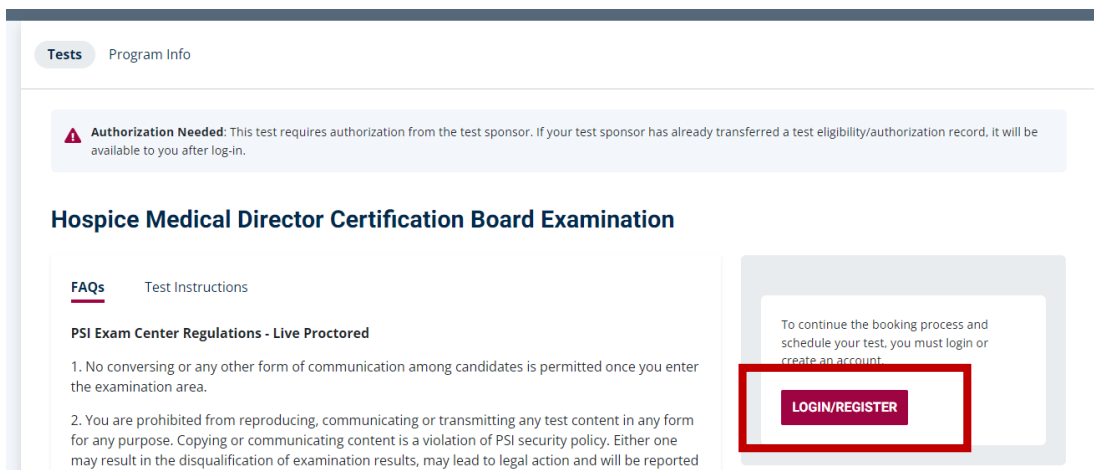
1. Visit PSI's website: <https://test-takers.psiexams.com/hmdcb>
2. Select the **View Available Tests** button.



3. Select the **Hospice Medical Director Certification Board Examination**.



4. To schedule your exam, select the **Login/Register** button to log into your PSI account or to create an account. *Note: you will need to create an account with PSI to schedule online.*



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5. Log into your PSI account or click the **Create Account** link to set up your account.

Login

Sign in to retrieve your **Hospice Medical Director Certification Board** test information.

Don't have an account? [Create Account.](#)

Email *

Password *

LOGIN

[Forgot Password?](#)

6. If you create a new account, complete the required information then select the **Create Account** button.

IMPORTANT: you will need your Candidate ID (also referred to as a Test Taker ID) to create an account. This was included in the *Scheduling Notification* email sent to you from PSI.

Create Account

Candidate_ID *

Confirm Candidate_ID *

First Name *

Last Name *

Middle Name

Suffix

Email *

New Password *

Confirm Password *

Country of Residence *

Phone/SMS Contact

Mobile Number

We will only use your phone number for test instructions and scheduling updates relating to your account.

Marketing Communications

Allow PSI and affiliates to send me emails with useful information related to my career, including promotional offers, products, and services (You may unsubscribe at any time).

Your password must contain:

- × At least one capital letter A-Z
- × At least one lower case letter a-z
- × At least one number 0-9
- × At least one special character !@#/\$%^&*
- × At least 8 and up to 32 characters

CREATE ACCOUNT

[Cancel](#)

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7. Once logged into your account, you will be brought to the exam’s FAQ page. To schedule, click the **Continue Booking** button. *Note: we encourage all candidates to review the **FAQ** page to learn about the test center regulations. To review a video about what to expect on test day, click the **Test Instructions** tab.*

SCHEDULE ▾ MANAGE

Contact Us ? Help

Tests Program Info

Test: You're Pre-Approved! You are eligible to take this exam until 9/24/2024.

View the **FAQs** tab below to review the test center regulations. Click the **Test Instructions** tab to watch a video about what to expect on test day.

Hospice Medical Director Certification Board Examination

FAQs Test Instructions

PSI Exam Center Regulations - Live Proctored

1. No conversing or any other form of communication among candidates is permitted once you enter the examination area.
2. You are prohibited from reproducing, communicating or transmitting any test content in any form for any purpose. Copying or communicating content is a violation of PSI security policy. Either one may result in the disqualification of examination results, may lead to legal action and will be reported to your Sponsor.
3. Electronic devices and recording devices of any kind (including but not limited to cell phones, pagers, cameras) are NOT permitted in PSI testing centers.

CONTINUE BOOKING

8. You will need to complete the **5 scheduling tabs** to schedule your exam. From the **Test Options** tab, click **Onsite (Test Center)**, then click the **Continue Booking** button.

1 2 3 4 5

Test Options Candidate Details Schedule Payment Review

Booking: Hospice Medical Director Certification Board Examination - Onsite (Test Center)

Test Format

✓ Onsite (Test Center) ⓘ

CONTINUE BOOKING

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9. Next, you will be prompted to review your **Candidate Details** page and make any necessary updates. Once complete, click the **Continue Booking** button.

Candidate Details

First Name: Last Name:

Email Address*: Date of Birth:

attribute.undefined

First Name: Last Name:

Telephone Numbers

Home Phone: Office Phone:

Primary Contact Address

Street Address1: Address2:

City: State:

Country: Postal Code:

CONTINUE BOOKING

10. From the **Schedule** tab, you will select your test location, date, and time. Type in the **city, province, or zip code** where you want to take the exam to view all available test locations in that area. You can also set a miles radius from the **Radius** drop-down. Once set, select the **Find** button and a list of all available test locations will appear.

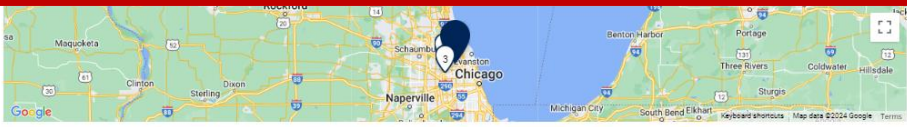
1 ✓ Test Options
2 ✓ Candidate Details
3 Schedule
4 Payment
5 Review

Booking: Hospice Medical Director Certification Board Examination - Onsite (Test Center)

Find Your Nearest Test Center

[I have a test center code](#)

City, province, or postal code: Radius:



1 Park Ridge - Royal Testing Center (2.14 MI)
1550 N. Northwest Highway, 1st Fl., Ste 106, Park Ridge, IL, US

First date in February: Tuesday February 20

2 Des Plaines - IT Expert System (4.40 MI)
2400 E. Devon Ave, Suite 257, Des Plaines, IL, US

First date in February: Tuesday February 20

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11. To view the available time slots for a location, click the **View Available Time Slots** link under the location's name. Scroll through the **calendar** to view available time slots for each month. *Note: a green circle will appear around each day times are available. Click the day you want to view the time slots for and they will appear in the **Time Slots Available** box.*

1 Park Ridge - Royal Testing Center (2.14 MI)
1550 N. Northwest Highway, 1st Fl., Ste 106, Park Ridge, IL, US

[View available time slots](#)
First date in February: Tuesday February 20

Time slots available for: Thursday February 22

10:00 AM 2:00 PM

BOOK THIS TIME SLOT

Click the **arrow** to scroll through each month. Click the **day** you want to view time slots for and they will appear in the **time slots available** box above. In this example, the test taker is viewing time slots for February 22, 2024.

○ Available ● Selected

12. Once you identify a date and time to book, select the time you want to schedule your exam for from the **Time Slots Available** box, then select the **Book This Time Slot** button.

1 Park Ridge - Royal Testing Center (2.14 MI)
1550 N. Northwest Highway, 1st Fl., Ste 106, Park Ridge, IL, US

[View available time slots](#)
First date in February: Tuesday February 20

Time slots available for: Tuesday February 27

10:00 AM 2:00 PM

BOOK THIS TIME SLOT

○ Available ● Selected

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13. From the **Payment** tab, you can review your exam booking details. Once confirmed, agree to the **Terms of Use** by checking the box, then select the **Confirm Booking** button. *Note: you do **not** have to pay to schedule your exam with PSI.*

The screenshot shows a progress bar at the top with five steps: Test Options, Candidate Details, Schedule, Payment, and Review. The 'Payment' step is currently active. Below the progress bar, the text reads: "Booking: Hospice Medical Director Certification Board Examination - Onsite (Test Center)". A warning message states: "This time slot is reserved for you until 4:41 PM (29 minutes and 41 seconds). Please complete your booking by then." The main content is divided into three sections: "Review Booking", "Candidate Details", and "Booking Information". The "Candidate Details" section includes: First Name: Test, Last Name: 2024, Email Address: gparisi@connect2amc.com, Home Phone: 8473754862, and Country: US. The "Booking Information" section includes a map of the test center, "Hospice Medical Director Certification Board Examination", Test Language: English, Date: Tuesday, February 27, 2024, Time: 2:00 PM Central Standard Time, Duration: 180 Minutes, and Location: Onsite (Test Center), Park Ridge - Royal Testing Center, 1550 N. Northwest Highway, 1st Fl., Ste 106, Park Ridge, IL, US. On the right side, there is a "Summary" section with the same exam details. At the bottom, there is a checkbox with a checkmark and the text: "By continuing, you agree to The Company's Terms of Use and Privacy Notice." Next to it is a red "CONFIRM BOOKING" button, which is highlighted with a red box.

14. From the **Review** tab, you can review your booking information and print the confirmation page by clicking the **Print Confirmation** button. *Note: PSI will also email you your scheduled confirmation.*

The screenshot shows the same progress bar as in the previous image, but now the 'Review' step is active. The main heading is "Booking Confirmed!!". Below it, there is a "DONE" button and a red box highlighting a "PRINT CONFIRMATION" button. Below that is a red "BOOK ANOTHER TEST" button. The "Candidate Details" and "Booking Information" sections are identical to the previous image. The "Booking Information" section now includes an "Add to Calendar" button and a "Confirmation Number: T122474912". At the bottom, it says "Order date: Tuesday, February 6, 2024". On the right side, the "Summary" section is also present.

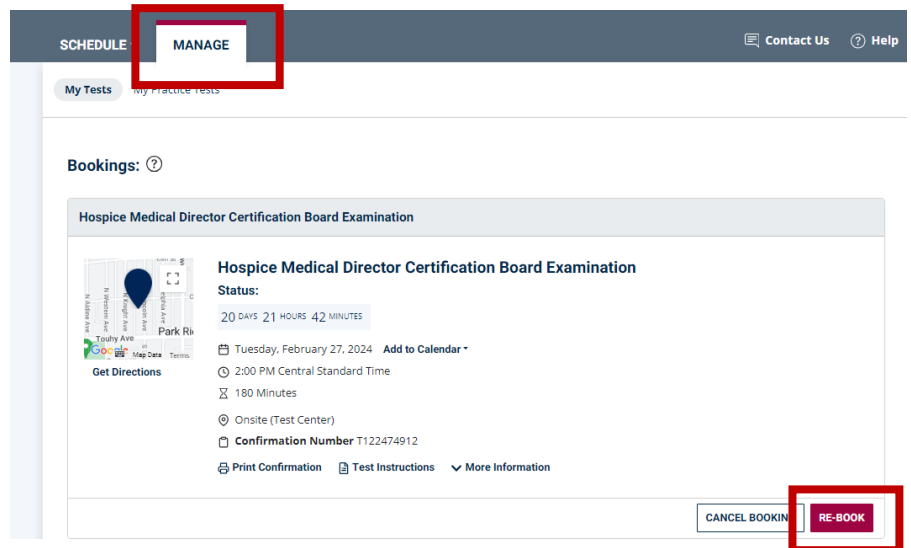
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Reschedule Your Exam

IMPORTANT: You must reschedule your exam at least **two business days prior** to your originally scheduled appointment with PSI.

1. To reschedule your exam, log into your PSI account at <https://test-takers.psiexams.com/hmdcb>

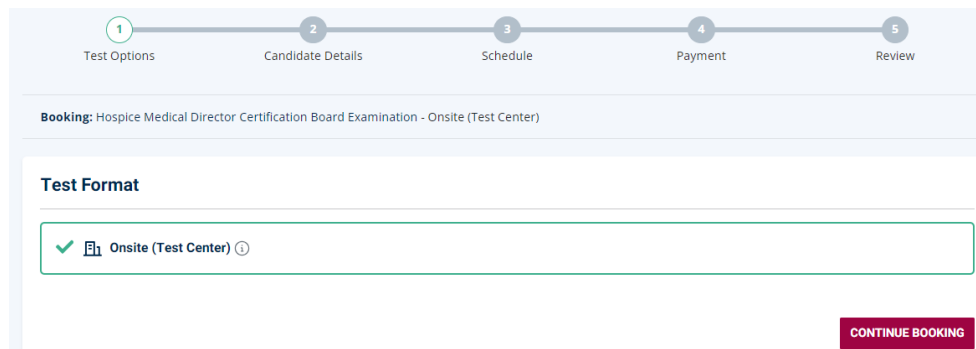
2. Once logged-in, select the **Manage** tab, then select the **Re-Book** button in the bottom right-hand corner.



3. A new screen will appear confirming you want to reschedule. Click the **Re-Book** button to proceed with rescheduling.



4. You will need to complete the **5 scheduling tabs** to reschedule your exam. To review how to complete these tabs, follow the instructions on **pages 3-8** of this guide.



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Cancel Your Scheduled Exam

IMPORTANT: You must cancel your exam at least **two business days prior** to your originally scheduled appointment with PSI.

5. To cancel your scheduled exam, log into your PSI account at <https://test-takers.psiexams.com/hmdcb>

6. Once logged-in, select the **Manage** tab, then select the **Cancel Booking** button in the bottom right-hand corner.

The screenshot shows the user interface of the PSI account. At the top, there are two tabs: 'SCHEDULE' and 'MANAGE'. The 'MANAGE' tab is selected and highlighted with a red box. Below the tabs, there are two sub-tabs: 'My Tests' and 'My Practice Tests'. The 'My Tests' sub-tab is active. Underneath, there is a section titled 'Bookings: ?'. A specific booking is displayed for the 'Hospice Medical Director Certification Board Examination'. The booking details include a map, the status '20 DAYS 21 HOURS 42 MINUTES', the date 'Tuesday, February 27, 2024', the time '2:00 PM Central Standard Time', and the duration '180 Minutes'. At the bottom right of the booking details, there are two buttons: 'CANCEL BOOKING' and 'RE-BOOK'. The 'CANCEL BOOKING' button is highlighted with a red box.

4. Check the **Terms of Use** notice, then select the **Confirm Cancellation** button.

The screenshot shows the 'Cancel Booking' page. At the top, there are two tabs: 'SCHEDULE' and 'MANAGE'. The 'MANAGE' tab is selected. Below the tabs, there is a section titled 'Cancel Booking'. Underneath, there is a section titled 'Summary' for the 'Hospice Medical Director Certification Board Examination'. At the bottom of the summary section, there is a checkbox that is checked, with the text 'By continuing, you agree to The Company's Terms of Use and Privacy Notice.' Below this text is a red button labeled 'CONFIRM CANCELLATION', which is highlighted with a red box.

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Special Accommodations

To request special accommodations, you must complete PSI's [online accommodation request form](#) and attach the [Documentation of Disability-Related Needs form](#) (which must be completed by an appropriate licensed professional) with your online request. If wheelchair access is necessary, please include that information in the request. *All requests must be sent to PSI at least **four (4) weeks prior** to your intended examination date.*

The physician's documentation must include the candidate's name, the diagnosis of the disability, and specific recommendations for accommodation. PSI will review the submitted forms and contact the candidate regarding the decision for accommodations. For Exam Accommodations questions/concerns, please call PSI at 1-800-367-1565 x6750 Monday through Friday, 8 AM – 5 PM CST.

When you submit the online accommodation request, you will also submit your availability to take the exam. Once PSI's ADA team has reviewed your request, they will call you and advise if your request was approved. They will also confirm the Location, Date and Time of your exam. PSI is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 am to 5 pm (CST) Monday thru Friday at 913-895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

Support

If you need help scheduling, rescheduling, or cancelling your exam, contact PSI or HMDCB.

Contact PSI

Phone: 855-579-4641

Email: examschedule@psionline.com

Contact HMDCB

Phone: 847-375-6740

Email: info@hmdcb.org

Note: HMDCB cannot schedule your exam, but we can work with PSI to ensure you can successfully complete this process.