

Exam Scheduling Guide

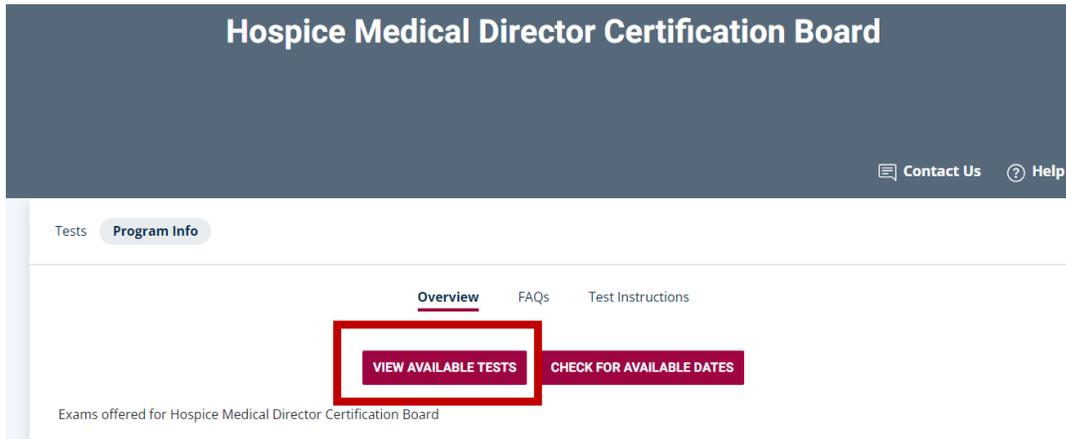
HMDCB

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

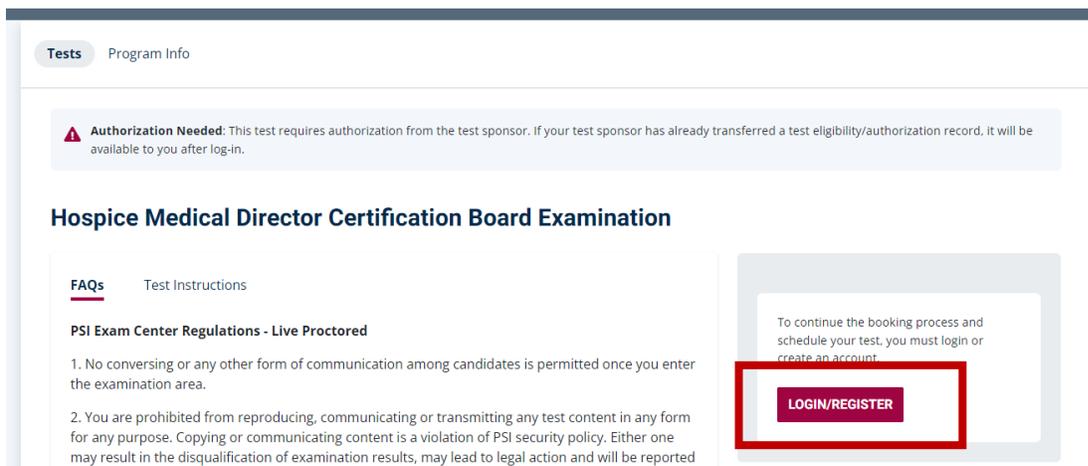
1. Visit PSI's website: <https://test-takers.psiexams.com/hmdcb>
2. Select the **View Available Tests** button.



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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- 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?](#)

- 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 *

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

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).

CREATE ACCOUNT

[Cancel](#)

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.*

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.

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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.*

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

This time slot is reserved for you until **4:41 PM (29 minutes and 41 seconds)**. Please complete your booking by then.

Review Booking

Candidate Details

First Name: Test Last Name: 2024
 Email Address: gparisi@connect2amc.com Home Phone: 8473754862
 Country: US

Booking Information

Hospice Medical Director Certification Board Examination
 🌐 Test Language: English
 📅 Tuesday, February 27, 2024
 🕒 2:00 PM Central Standard Time
 ⌚ 180 Minutes
 📍 Onsite (Test Center)
 Park Ridge - Royal Testing Center
 1550 N. Northwest Highway, 1st Fl., Ste 106, Park Ridge, IL, US

Summary

Hospice Medical Director Certification Board Examination
 Hospice Medical Director Certification Board Examination

By continuing, you agree to The Company's **Terms of Use** and **Privacy Notice**.

CONFIRM BOOKING

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.*

Booking Confirmed!!

PRINT CONFIRMATION

BOOK ANOTHER TEST

Candidate Details

First Name: Test Last Name: 2024
 Email Address: gparisi@connect2amc.com Home Phone: 8473754862
 Country: US

Booking Information

Hospice Medical Director Certification Board Examination
 🌐 Test Language: English
 📅 Tuesday, February 27, 2024 **Add to Calendar**
 🕒 2:00 PM Central Standard Time
 ⌚ 180 Minutes
 📍 Onsite (Test Center)
 Park Ridge - Royal Testing Center
 1550 N. Northwest Highway, 1st Fl., Ste 106, Park Ridge, IL 60068, US
 📄 Confirmation Number: T122474912

Summary

Hospice Medical Director Certification Board Examination
 Hospice Medical Director Certification Board Examination

Order date: Tuesday, February 6, 2024

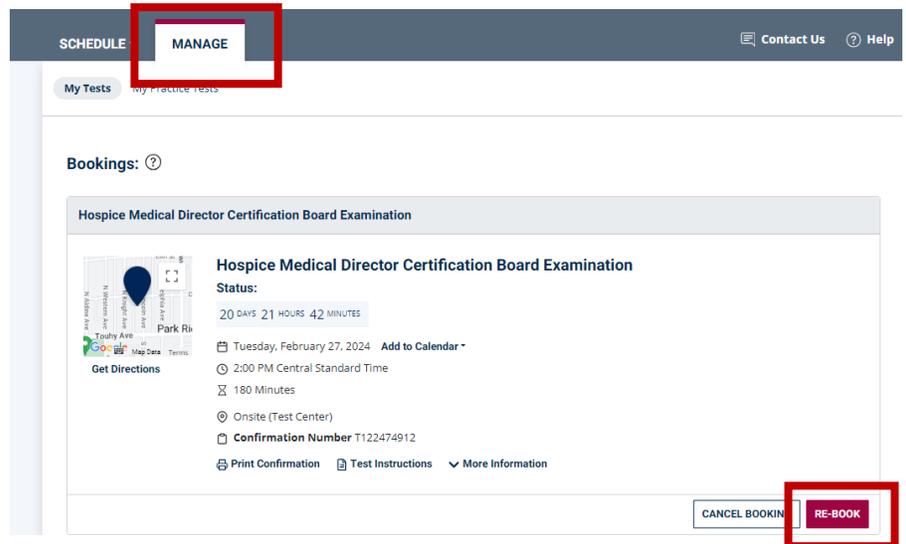
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Reschedule Your Exam

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>

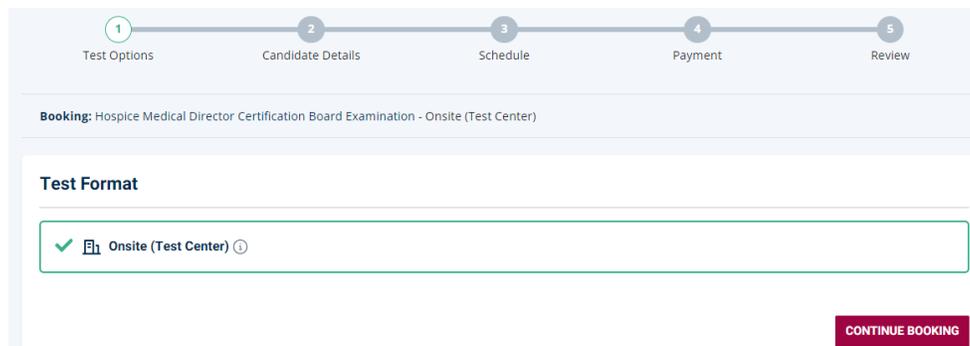
2. Once logged-in, select the **Manage** tab, then select the **Re-Book** button in the bottom right-hand corner.



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.



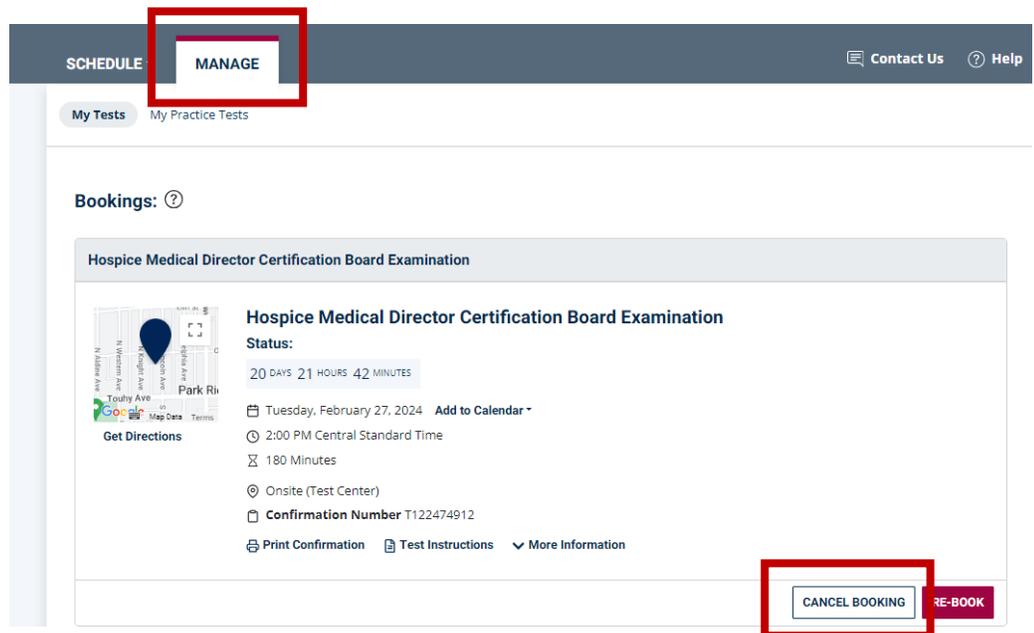
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Cancel Your Scheduled Exam

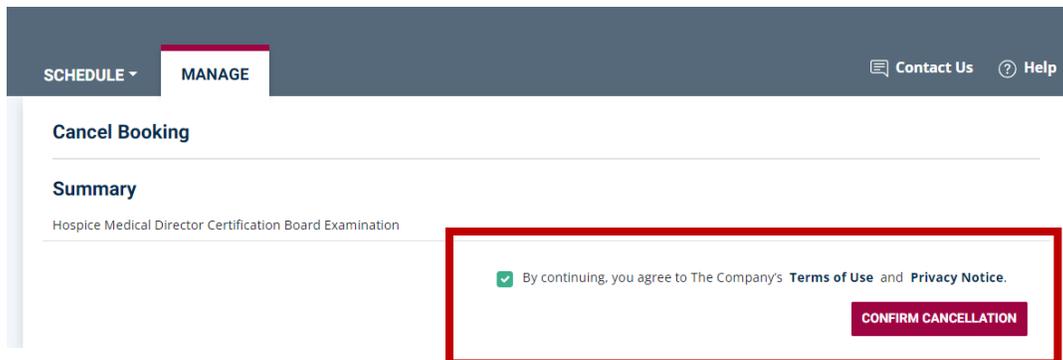
IMPORTANT: You must cancel your exam at least **two business days prior** to your originally scheduled appointment with PSI.

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.



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



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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.