

# **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.

Hospice Medical Director Certification Board		
Ē	Contact Us	? Help
Tests Program Info		
Overview         FAQs         Test Instructions           VIEW AVAILABLE TESTS         CHECK FOR AVAILABLE DATES           Exams offered for Hospice Medical Director Certification Board		

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.* 

sts Program Info	
Authorization Needed: This test requires authorization from the test sponsor. If your test sponsor has already tran available to you after log-in.	sferred a test eligibility/authorization record, it will be
lospice Medical Director Certification Board Examination	
FAOs Test Instructions	



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

#### Login

**Create Account** 

Sign in to retrieve your <b>Hospice Medical Director Certification Board</b> test information. Don't have an account <u>Create Account</u> .	t
	-
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.

Candidate_ID*	Confirm Candidate_ID*
First Name*	Last Name*
Middle Name	Suffix
Email*	×
New 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 normal character (@#/(\$\$40.8 ±
Confirm Password*	× At least 8 and up to 32 characters
Country of Residence*	
United States $\checkmark$	
Phone/SMS Contact     Mobile Number     Image: +1     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	



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	View the <b>FAQs</b> tab below to review the
✓ Test: You're Pre-Approved! You are eligible to take this exam until 9/24/2024.	test center regulations. Click the <b>Test</b> Instructions tab to watch a video about what to expect on test day.
Hospice Medical Director Certification Board Ex	amination
FAQs Test Instructions	
PSI Exam Center Regulations - Live Proctored	
<ol> <li>No conversing or any other form of communication among candidates is pern the examination area.</li> </ol>	nitted once you enter
<ol> <li>You are prohibited from reproducing, communicating or transmitting any test for any purpose. Copying or communicating content is a violation of PSI security may result in the disqualification of examination results, may lead to legal action to your Sponsor.</li> </ol>	content in any form policy. Either one n and will be reported
3. Electronic devices and recording devices of any kind (including but not limited	to cell phones,

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 Test Options	2 Candidate Details	3 Schedule	4 Payment	5 Review
Booking: Hospice Medical Dir	ector Certification Board Examination	- Onsite (Test Center)		
Test Format				
✓ 🔄 Onsite (Test Cer	nter) (i)			
			I.	CONTINUE BOOKING



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

First Name:	Last Name:	
Test	2024	
Email Address *		Date of Birth
gparisi@test.org		mm/dd/yyyy
attribute.undefined		
First Name		Last Name
Telephone Numbers		
Home Phone		Office Phone
Primary Contact Address		
Street Address1		Address2
City		State
Country		Postal Code
US		<ul> <li></li> </ul>

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.

Booking: Hospice Medical Dir	ector Certification Board Examination	n - Onsite (Test Center)		
Find Your Nearest Te	est Center			
have a test center code				5
City, province, or postal code		R	adius	
Chicago, IL 60631		×	10 Y Miles	Y Q FIND
Park Ridge - Royal T 1550 N. Northwest High Wew available time si Wew available time si	esting Center (2.14 MI) way, 1st FL, Ste 106, Park Ridge, IL, U lots • Tuncfate Scheman 20	Something Chicago	Michigan Criv South Bend E Komt x	Portage C Coldward mitigate Surgio Speart shortage Mag See 502240 orgin Terms



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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.* 



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.

J Vie Firs	w availa st date i	able tin n Febr	ne slots uary: Ti	s uesday	Februa	ry 20	
«	<	Feb	ruary 2	2024	>	>>	uesday February 27
SUN	MON	TUE	WED	THU	FRI	SAT	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	BOOK THIS TIME S
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	1	2	



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.* 

	a Director Certification Board Examination -	onsite (rest center)		
time slot is reserved for yo	u until 4:41 PM (29 minutes and 41 seconds). Ple	ase complete your booking by then.		Summary
Review Booking				Hospice Medical Director Certification Board
Candidate Details			ľ	Examination Hospice Medical Director Certification Board Examination
First Name: Test	Last Name: 20	24		
imail Address: gparisi@c Country: US	onnect2amc.com Home Phone:	8473754862		<ul> <li>By continuing, you agree to The Company's Terms of Use and Privacy Notice.</li> </ul>
Booking Information			Ľ	CONFIRM BOOKING
CHI 3. §	Hospice Medical Director Certificati	on Board Examination		
	Test Language: English			
s coin Knight Knight	💾 Tuesday, February 27, 2024			
Touhy Ave	2:00 PM Central Standard Time			
Goog Map Data Terms	∑ 180 Minutes			
Get Directions	<ul> <li>Onsite (Test Center)</li> <li>Park Ridge - Royal Testing Center</li> <li>1550 N. Northwest Highway. 1st Fl., Ste</li> </ul>	a 106, Park Ridge, IL, US		
	1990 Hi Hordi West High Hoy, 19th, 9th	100, 1011, 100ge, 12, 05		

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*.

Test Options	Candidate Details	Schedule	Payment	Review
Booking Confirme	ed!!	DOT : ONFIRMA BOOK ANOTHER	TION Hospice Medical D Examination Hospice Medical D Examination	irector Certification Board irector Certification Board
First Name: Test Email Address: gparisi@c Country: US <b>Booking Information</b>	Last Name: onnect2amc.com Home Phon	2024 e: 8473754862		
Numeron av Could aver Could aver Could aver Could aver Get Directions	Hospice Medical Director Certifica	tion Board Examination Calendar - I Ste 106. Park Ridge, IL 60068, US		
Order date: Tuesday,	Confirmation Number: T12247491: February 6, 2024	2		



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

	AGE	🗐 Contact Us	(?) Hel
My Tests Wy Fractice F	<i>212</i>		
Bookings: ⑦			
Hospice Medical Dire	ctor Certification Board Examination		
	Hospice Medical Director Certification Board Examination Status:		
cought Ave cought Ave catern Av	20 DAYS 21 HOURS 42 MINUTES		
Touhy Ave Park Ri	💾 Tuesday, February 27, 2024 Add to Calendar -		
Get Directions	③ 2:00 PM Central Standard Time		
	∑ 180 Minutes		
	Onsite (Test Center)		
	Confirmation Number T122474912		
	🖶 Print Confirmation 🔋 Test Instructions 🗸 More Information		
		CANCEL BOOKIN	воок

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.

1 Test Options	2 Candidate Details	3 Schedule	4 Payment	5 Review
Booking: Hospice Medical Dir	ector Certification Board Examination	- Onsite (Test Center)		
Test Format				
✓ 📳 Onsite (Test Cer	iter) (j			
				CONTINUE BOOKING



### **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. O <b>№</b> th	nce logged-in, select the Ianage tab, then select ne Cancel Booking	SCHE My Te	EDULE MAN	IAGE ests				Contact Us	(?) Help
bı ri	utton in the bottom ght-hand corner.	Boo	okings: ⑦ ospice Medical Dire	ector Certific	cation Board Examination				
		N Allers Ave	Nureum Are John Are Dark Ris Course and Are Dark Ris C	Hospice Status: 20 DAYS 21 Tuesday © 2:00 PM Z 180 Mir © Onsite ( Confirm @ Print Con	e Medical Director Cer 1 HOURS 42 MINUTES ay, February 27, 2024 Add to Ca W Central Standard Time nutes (Test Center) mation Number T122474912 pofirmation	tification Board Examination	ion		
							C/	NCEL BOOKING	воок

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

SCHEDULE - MANAGE	🗏 Contact Us 🛛 🧷 H
Cancel Booking	
Summary	
Hospice Medical Director Certification Board Examination	
	By continuing, you agree to The Company's <b>Terms of Use</b> and <b>Privacy Notice</b> .



### **Special Accommodations**

To request special accommodations, you must complete PSI's <u>online accommodation request form</u> and attach the <u>Documentation of Disability-Related Needs form</u> (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: <u>examschedule@psionline.com</u>

**Contact HMDCB** Phone: 847-375-6740 Email: <u>info@hmdcb.org</u> Note: HMDCB cannot schedule your exam, but we can work with PSI to ensure you can successfully complete this process.