

CHEST Certification Exam Information for Proctors

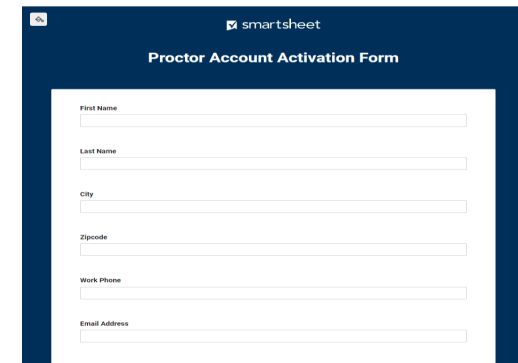
As workshop leader, you may choose to proctor the exam or designate someone else as the proctor. The exam must be proctored for the full 120 minutes (unless test-takers finish early). Here is a summary of the steps that proctors should take to prepare for and conduct the Signature Program certification exam.

Pre-Exam Day Requirements

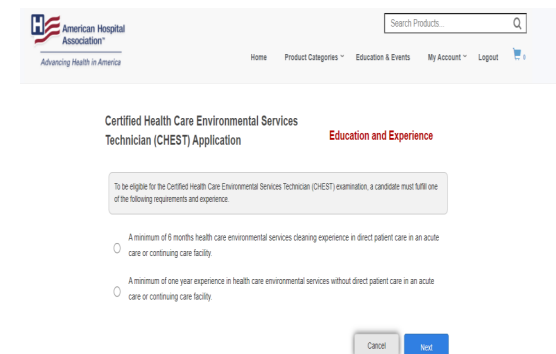
Seven days prior to the start of the class, the workshop leader or other proctor should complete the [Proctor Account Activation Form](https://app.smartsheet.com/b/form/4bc0e7acc78143abb8c5f28d7bbe344a) (<https://app.smartsheet.com/b/form/4bc0e7acc78143abb8c5f28d7bbe344a>). This form is required to administer exams through the PSI testing site. AHE will send the proctor an email with log-in information, a test date calendar with available test dates and times, and the invitation codes needed to schedule exams.

On or before the first day of the workshop, have each participant complete the [CHEST Exam Application Form](http://ams.aha.org/eweb/DynamicPage.aspx?webcode=AHACertApply&ct1_credential=CHEST&ct2_process=CHEST_APP). (http://ams.aha.org/eweb/DynamicPage.aspx?webcode=AHACertApply&ct1_credential=CHEST&ct2_process=CHEST_APP) They must have an AHE account to complete this form. When completing the form, participants should use the email address to which their Credly (digital badge) link should be sent. Please note: This form must be completed at least five days prior to the exam date.

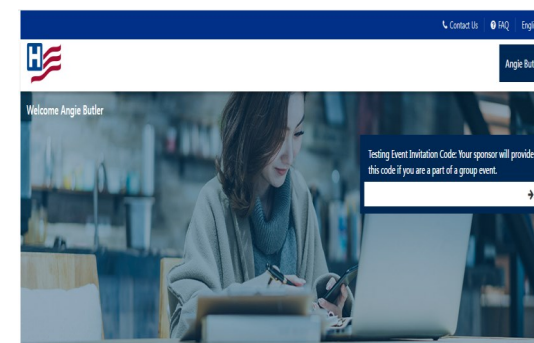
After participants complete the CHEST Exam Application Form Application, they may schedule their test date through PSI, the testing site. The workshop leader or proctor will provide the testing invitation code that participants need to schedule the exam. To schedule the test date, participants will create an account with PSI, using the same email address they used for their AHE Candidate Application form. Participants will receive an email confirming the exam date.



The screenshot shows a Smartsheet form titled "Proctor Account Activation Form". The form contains several input fields: First Name, Last Name, City, Zipcode, Work Phone, and Email Address. Each field is represented by a white rectangular box with a thin border and a small downward arrow on the right side.



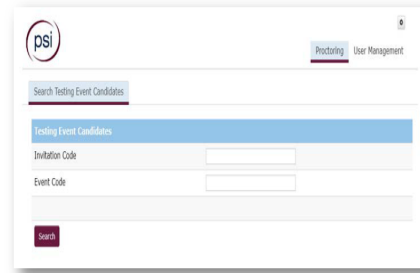
The screenshot shows the "Education and Experience" section of the CHEST Exam Application form on the American Hospital Association website. The page header includes the AHA logo and navigation links. The main content area has a title "Certified Health Care Environmental Services Technician (CHEST) Application" and a sub-section "Education and Experience". Below this, there is a text box stating: "To be eligible for the Certified Health Care Environmental Services Technician (CHEST) examination, a candidate must fill one of the following requirements and experience:". Two radio button options are listed: "A minimum of 6 months health care environmental services cleaning experience in direct patient care in an acute care or continuing care facility" and "A minimum of one year experience in health care environmental services without direct patient care in an acute care or continuing care facility". At the bottom of the form, there are "Cancel" and "Next" buttons.



The screenshot shows the PSI testing site interface. At the top, there is a navigation bar with "Contact Us", "FAQ", and "English" links. Below the navigation bar, the user is greeted with "Welcome Angie Butler". The main content area features a background image of a woman working at a laptop. Overlaid on the image is a text box that says: "Testing Event Invitation Code: Your sponsor will provide this code if you are a part of a group event." Below this text is a white input field with a small arrow on the right side, intended for entering the invitation code.

Exam Day Requirements

On the day of the exam, the Proctor will **log into the PSI test site** (<https://console.psiexams.com/portal/index.jsp>) and click on the **Proctoring Tab**, and select **Search Event**.



Using the invitation code or the event code, search for candidates registered for the exam to complete their **check-in**. Select each candidate from the list, click on check-in, and then on OK to confirm. Candidates may be checked in up to one hour before the exam starting time, and up to 15 minutes after that time.

After all candidates have been checked in, you will receive an OTP code, which you will provide to candidates. This code must be provided to the candidate to start the exam.

Candidates will log into **PSI test delivery portal** (https://tca.psiexams.com/portal/testdelivery/test_entry.jsp) to **take the exam**. They will need their candidate ID and OTP code to launch the exam. They have 120 minutes to complete the exam. Candidates click on “end test” to complete the exam and view their score.

Post-Exam Day Requirements

After the Candidate ends the exam, the proctor must change the Candidate status from “test scheduled” to “completed”. Mark any candidate who does not take the exam as absent. Each candidate will receive a status email indicating whether they passed, within 15-20 minutes.

About 30 days after the exam, test takers will receive an email from admin@credly.com with an invitation to accept their digital badge and certificate.

If you are locked out of your account when testing, please contact the PSI Help Desk at (833) 33-4755.

Check-In

Check-In

- 1) Select the Candidate from the list
- 2) Click on **Check-In**
- 3) Click **OK** to confirm

