



NATIONAL ASSOCIATION OF HEALTH UNIT COORDINATORS, INC. (NAHUC)

EXAMINATION

Health Unit Coordinator Certification Exam (HUC)

ELIGIBILITY

Go to www.nahuc.org for eligibility instructions.

Once you have been approved, you will receive an email confirmation from PSI. You are responsible for contacting PSI to schedule the examination.

ONLINE REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. To register over the Internet, candidates will need to have a valid MasterCard or VISA. Candidates register online at <https://test-takers.psiexams.com/nahuc> and login with the User ID and Password that you received via email.

Internet registration is available 24 hours a day. To register by Internet, complete the steps below:

- Log onto the website and enter your User ID and Password. You will see your tests listed in the Registered Records section of the Account Activity page.
- Select the examination and select Pay for a Test button.
- Once you have paid for the examination, you will be ready to schedule. Select the Schedule for a Test button. Enter your Zip/City and select Search. A list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.
- You will receive a confirmation email. Be sure to read all instructions on the email. Please bring the email to the test center on your scheduled test date.

TELEPHONE REGISTRATION

To schedule an examination, please call (833) 207-1287. The times of operation for live operators are as follows:

	Monday thru Friday	Saturday
Eastern Time	8:00am - 8:00pm	9:00am - 5:30pm
Central Time	7:00am - 7:00pm	8:00am - 4:30pm
Mountain Time	6:00am - 6:00pm	7:00am - 3:30pm
Pacific Time	5:00am - 5:00pm	6:00am - 2:30pm

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date.

Note: A voice mail message is not an acceptable form of cancellation. Please use the telephone system and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination. Please confirm that the name on your admission ticket matches your government issued ID. You will NOT be permitted to test if the names on the two documents are not the same.

REQUIRED IDENTIFICATION AT THE EXAMINATION SITE

Candidates must present two (2) forms of identification, one with a current photograph. Both forms of identification must be current and include your current name and signature. No forms of temporary identification will be accepted.

- Primary identification is a government-issued photo identification with signature. Examples are a driver's license, state identification card, passport, or military ID.
- Secondary identification must display your name and signature for signature verification. Acceptable forms of secondary IDs are a credit card, social security card, or an employment/student ID with signature.

If your name on these documents is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order). Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the examination.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

Scratch paper and a pencil will be provided at the test site. The scratch paper and pencil will be collected at the end of the examination.

- While at an examination site, you are a professional and shall be treated as such. In turn, you must always conduct yourself in a professional manner. While at the site, you shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- NO conversing or any other form of communication among candidates are permitted once you enter the examination area.
- No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing area. No guests, visitors or family members are allowed in the testing area. NO personal items are to enter the testing center. Hats and/or large coats are not allowed in the testing area. Candidates are encouraged to leave all personal belongings except their keys in their car.
- No smoking, eating, or drinking will be allowed at the examination site.
- Copying or communicating examination content is a violation of security policy. Either one may result in the disqualification of examination results and may lead to legal action.

TESTING SITES

There are nationwide examination centers. You will be provided with the locations upon scheduling for your examination.

EXAMINATION RESULTS

Test results will be given to you onscreen at the end of the examination.

SPECIAL ACCOMMODATIONS

NAHUC offers reasonable accommodations to individuals for their testing needs attributable to a disability. Individuals seeking accommodations for testing must submit their request with medical documentation to NAHUC.