EXAMINATIONS BY PSI SERVICES LLC

PSI has been approved by the Federal Motor Carrier Safety Administration (FMCSA) as a test delivery organization for the National Registry ME Certification Test.

ELIGIBILITY

To be eligible to take the test, they must be on the eligibility list

To receive medical examiner certification from FMCSA, a person must:

- (1) Be licensed, certified, or registered in accordance with applicable State laws and regulations to perform physical examinations. The applicant must be an advanced practice nurse, doctor of chiropractic, doctor of medicine, doctor of osteopathy, physician assistant, or other medical professional authorized by applicable State laws and regulations to perform physical examinations.
- (2) Register on the National Registry website and receive a National Registry number before taking the training that meets the requirements of § 390.105.
- (3) Complete a training program that meets the requirements of § 390.105.
- (4) Pass the medical examiner certification test provided by FMCSA and administered by a testing organization that meets the requirements of § 390.107 and that has electronically forwarded to FMCSA the applicant's completed test information no more than 3 years after completion of the training program required by paragraph (a)(3) of this section.

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

All scheduling questions should be directed to PSI.

PSI Services, LLC 3210 E Tropicana Las Vegas, NV 89121 (855) 579-4641• Fax (702) 932-2666 www.psiexams.com

Once you have been approved to take the examination, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet at www.psiexams.com, or schedule over the telephone at (855) 579-4641.

INTERNET SCHEDULING

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information PSI has on file. Be sure to check the box next to "Check here to attempt to locate existing records for you in the system"
- You will be asked to select the examination and enter your ID#. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (855) 579-4641for help.
- Step-by-step instructions may be found on page 3.

TELEPHONE SCHEDULING

To schedule an examination by phone, please call (855) 579-4641. The times of operation for live operators are as follows:

Time Zone	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	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. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 579-4641.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet or call PSI 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 and be required to pay again, if you:

- Do not present proper identification and documentation when you arrive for the examination.
- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities must get preapproved by FMCSA.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination

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date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (855) 579-4641. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

EXAMINATION SITE LOCATIONS

There are nationwide examination centers. You will be provided with the locations upon scheduling for your examination. Go to www.psiexams.com for a listing of sites.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your scheduled appointment time. If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.

REQUIRED IDENTIFICATION

You must present the following items at the test center in order to be allowed to test. If you do not provide this information, you will forfeit your examination fees and be required to pay again.

Primary Identification (a temporary form of an ID are not acceptable)- Choose One

- U.S. driver's license with photograph.
- State-issued ID card with photograph.
- U.S. Passport or U.S. Passport Card
- U.S. Military ID card with photograph.
- Permanent Resident Card with photo
- Native American Tribal ID Card with photo
- Foreign government-issued passport with photoCanadian Provincial driver's license with photo
- devices of any kind are NOT allowed to enter PSI testing centers.
 Additionally, NO personal items are to enter the testing centers.
 PSI will not be responsible for any personal items, and suggests that you leave such items in another safe place, of your choosing.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.
- Calculators are not allowed

- Indian and Northern Affairs Canada card with photo (INAC)
- Transportation worker ID with photograph (TWIC)

The ME candidate's National Registry Number

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered.

If you cannot provide the required identification, you must call (855) 579-4641 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

You will be provided a piece of scratch paper and pencil at the test site. This is a closed book examination.

- If you leave the testing room while the examination is in progress, you must sign out/in on the sign-in sheet and you will lose the examination time. You are not allowed to use any electronic devices or telephones during the examination.
- NO conversing or any other form of communication among candidates is permitted once you enter the examination
- Please be advised that children, cell phones, pagers, cameras, programmable electronic devices and recording

Updated 2/16/2023

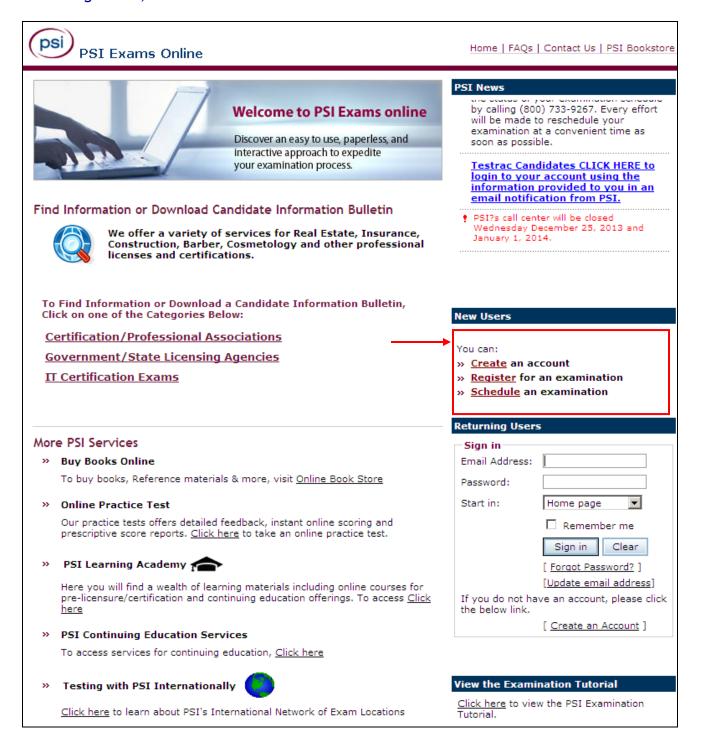
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NRCME Scheduling Process via the PSI Services LLC Candidate Website

The following steps will assist you in using the online scheduling website. You may also call PSI at (855) 579-4641 to schedule with one of our Customer Service Representatives. You must have your NRCME 10 digit number in order to schedule via phone and/or via the website.

- 1. Go to: https://candidate.psiexams.com/
- 2. On the right side, choose Schedule An Examination





WWW.PSIEXAMS.COM

- 3. Once on this new page, you have two options:
 - a. Do you have an existing account? If so, enter your Email Address and Password on the left side under "Registered Users". See Exhibit A below.
 - b. If you do not have an existing account, click on the "Sign-Up" button on the right side of the page under "New Users". See Exhibit B below.

Exhibit A

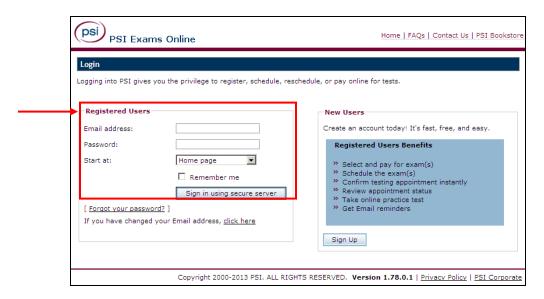
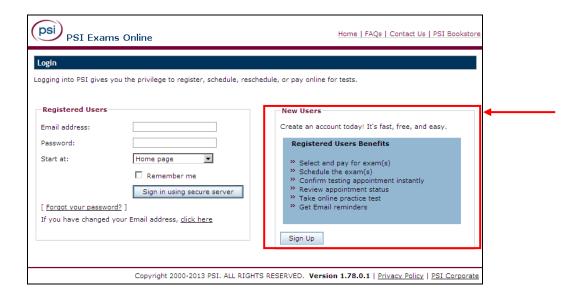


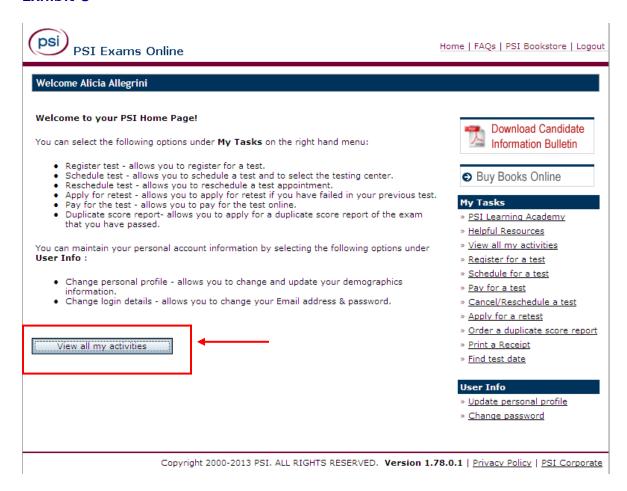
Exhibit B





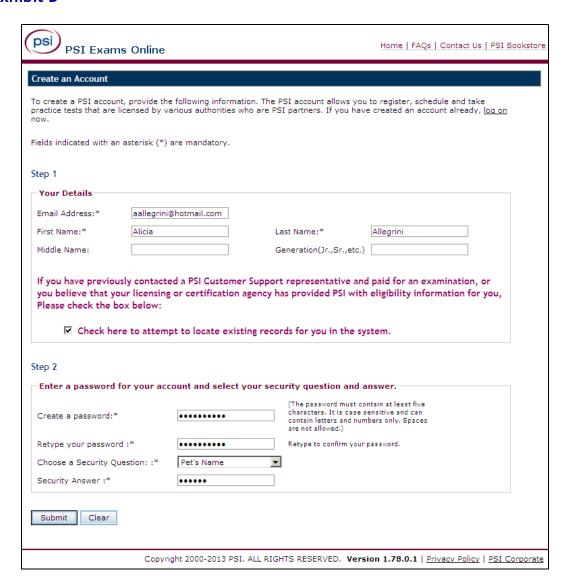
- 4. If you have an existing account, once you login, you will see a button labeled "View all my activities". Click on that button to proceed with scheduling for the NRCME exam. See Exhibit C below.
- 5. If you have just created a new account on the website, then you will be asked to provide your NRCME 10 digit number. See Exhibit D & E below.

Exhibit C



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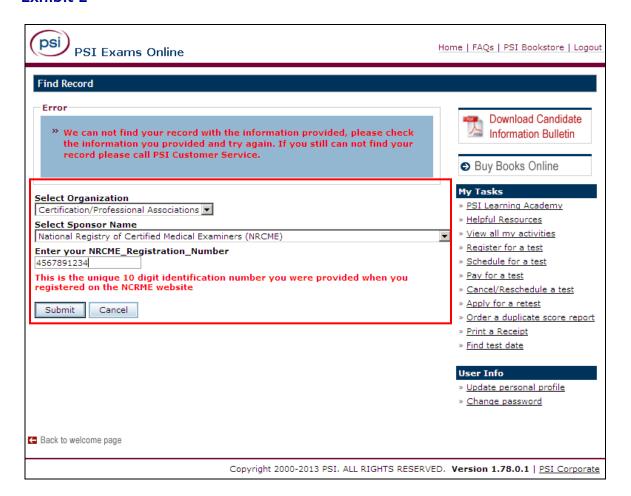
Exhibit D





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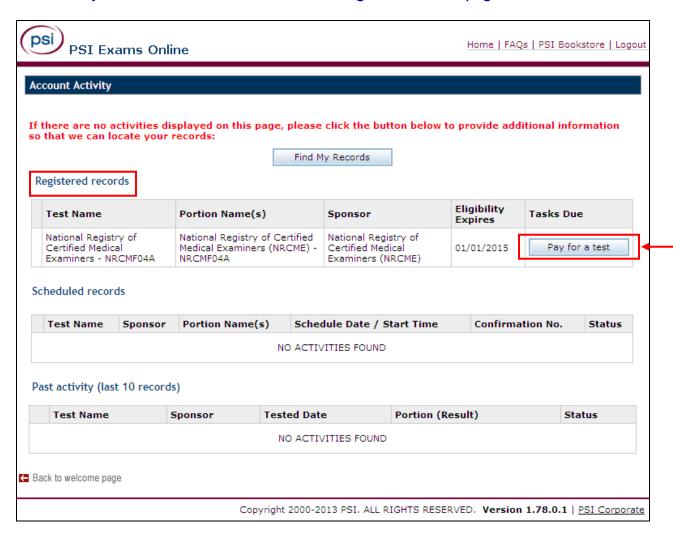
Exhibit E





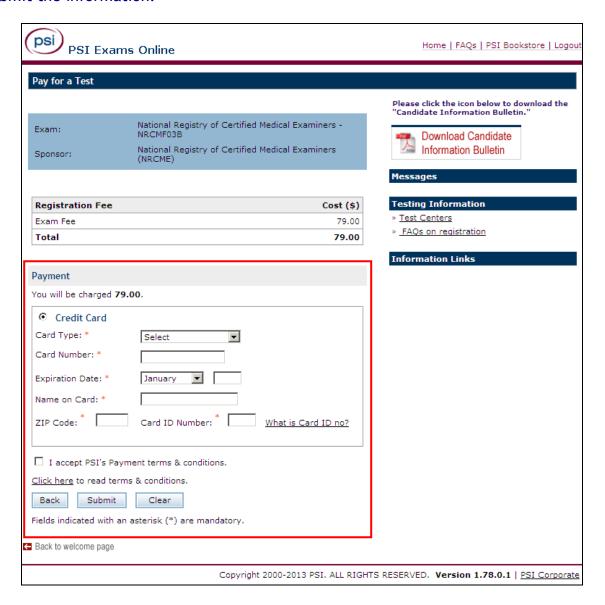
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6. Once on the Account Activity page, if you are eligible to test for the NRCME exam, you will see the exam listed on the website under the "Registered records" section. You can then click on the "Pay for a test" button located on the right side of the page.



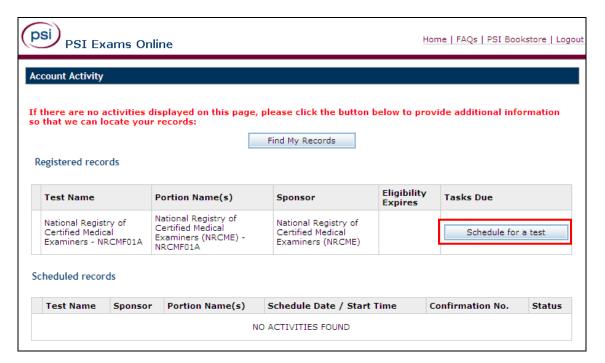
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7. Once you click on "Pay for a test", you'll be prompted to enter your payment details and submit the information.



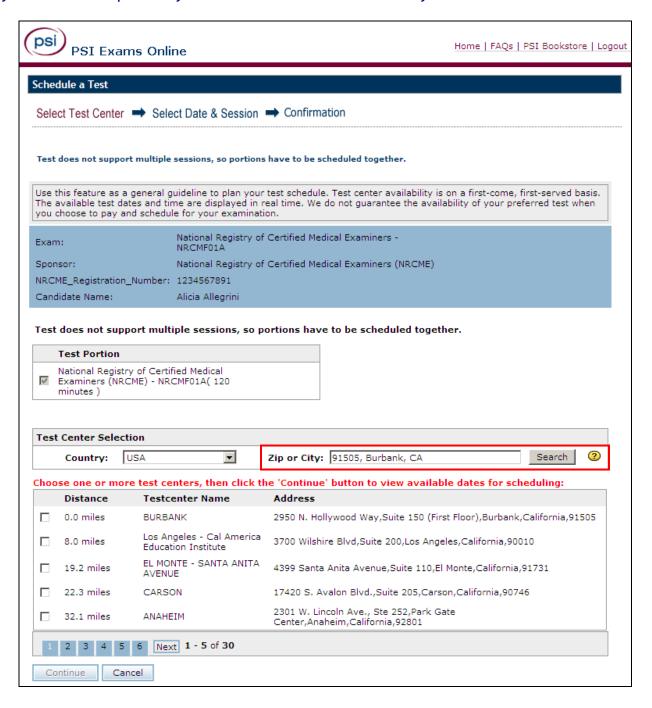
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8. Once payment is received, you can click on the "Schedule for a test" button and it will then allow you to choose the closest site and see the available dates and times for scheduling.

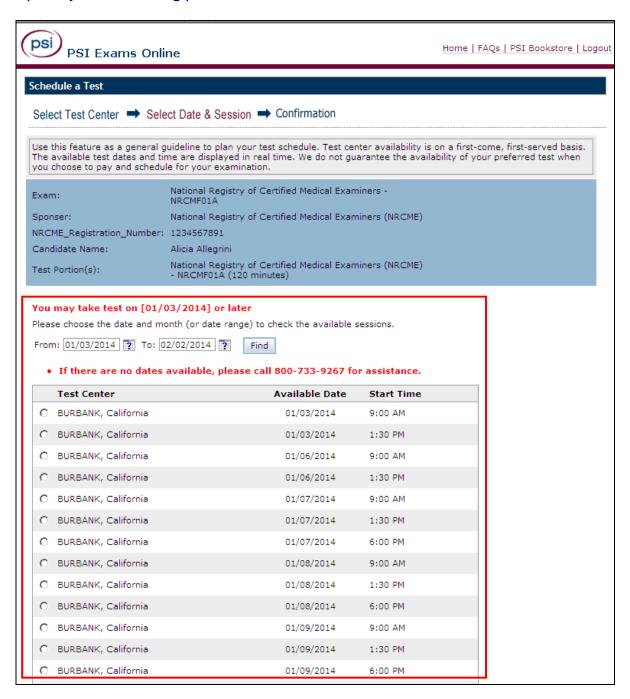


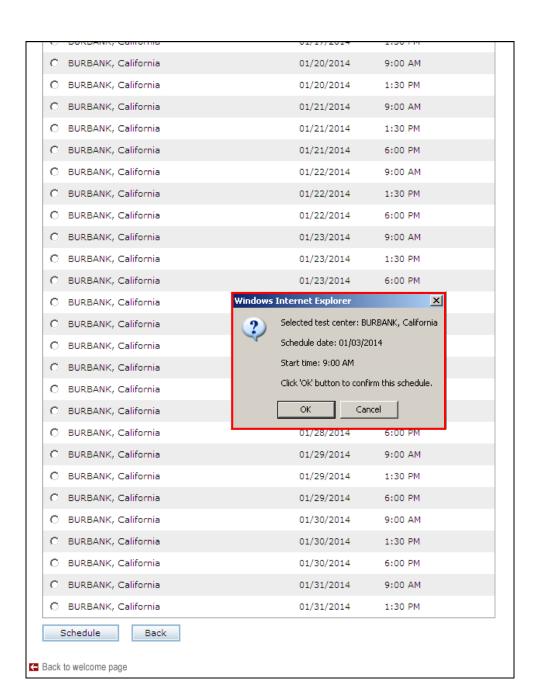


9. The system will then ask you to enter your zip code or city and then click on search. The system will then provide you with available test centers in your area.



10. Once you have chosen the specific location, any available session dates and times for the chosen center will be populated and you can then choose the preferred date and time to complete your scheduling process.

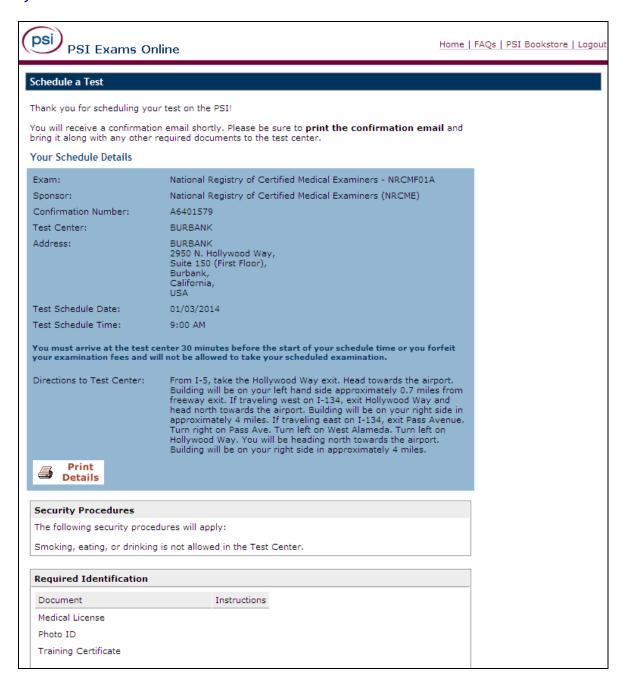






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11. After scheduling is complete, you will receive an email from no-reply@psiexams.com and also see your confirmation on the screen.





12. You may also use the https://candidate.psiexams.com/ website to Reschedule, Cancel your Scheduled appointment, look at Scheduling Details, and/or Print a copy of your Receipt.

