



CENTER FOR GUARDIANSHIP CERTIFICATION EXAMINATION

ELIGIBILITY

Go to www.guardianshipcert.org for eligibility instructions.

Once you have been approved to sit for the examination, you will receive an email confirmation from PSI. You are responsible for contacting PSI to schedule the examination. Your eligibility is valid for one examination attempt.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by going to <https://test-takers.psiexams.com/cgc> and login with the User ID and Password that you received via email. Internet registration is available 24 hours a day. In order 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 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 of the instructions on the email. Please bring the email to the test center on your scheduled test date.

TELEPHONE REGISTRATION

To schedule an examination by phone, please call 833-207-1287. 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 application and examination fees if your *cancellation notice is received 2 days before the scheduled examination date*. Examinations must be taken within 60 days of the original request. Application and examination fees are non-refundable and non-transferable.

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 application and examination fees, if you:

- Do not cancel your appointment 2 days before the scheduled 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.

REQUIRED IDENTIFICATION AT THE EXAMINATION SITE

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. Required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their application and examination fees will not be refunded.

IDENTIFICATION - Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card

SECURITY PROCEDURES

The following security procedures will apply during the examination:

Scratch paper and calculators are not allowed in the test site.

- While at an examination site, you are considered to be a professional and shall be treated as such. In turn, you must conduct yourself in a professional manner at all times. 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 is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** 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 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 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 833-207-1287. 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 RESULTS

Test results will NOT be given to you at the end of the examination. You will receive notification of your results directly from CGC offices within 30 days of your taking the examination.