

# PSI Registration Instructions for Entry Level Certification Exams

- Log on to [www.psiexams.com](http://www.psiexams.com)
- Create an Account (located on the right hand side of the web page)
- Follow the directions carefully
- Exam Fee is \$110.00 for any exam each time you take it

## **Definitions you need to know:**

- Organization = Certification/Professional Associations
- Sponsor = National Radon Proficiency Program (NRPP)
- License Name = Name of the Exam you are registering to take. For example:
  - ◆ Residential Radon Measurement Provider Examination
  - ◆ Residential Radon Mitigation Provider Examination
- NRPP Entry Level Course ID # = ID will be on your Course Completion Certificate from the training provider who administered your coursework. If you do not see a NRPP Course ID# on your certificate, contact your training provider and ask for this number.

Once you have registered for your exam, you will receive a confirmation email from PSI letting you know that your registration for the date, time and exam location is complete.

If you have any problems or issues with your registration, you will need to call PSI directly at 1-800-211-2754. Be advised that you may experience long hold times or you will have to leave a message for the customer service agents to call you back. Once you start the registration process, the NRPP Administrative Office will not be able to assist you as the office does not have access to your registration process with PSI.

# PSI Registration Instructions for Advanced Certification Exams

- Log on to [www.psiexams.com](http://www.psiexams.com)
- Create an Account (located on the right hand side of the web page)
- Follow the directions carefully
- Exam Fee is \$110.00 for any exam each time you take it

## Definitions you need to know:

- Organization = Certification/Professional Associations
- Sponsor = National Radon Proficiency Program (NRPP)
- License Name = Name of the Exam you are registering to take. For example:
  - ◆ Multifamily Measurement Advanced Certification Examination\*
  - ◆ Multifamily Mitigation Advanced Certification Examination\*\*
  - ◆ RRNC 2.0\*\*
- NRPP Entry Level Course ID # = ID will be on your Course Completion Certificate from the training provider who administered your coursework. If you do not see a NRPP Course ID# on your certificate, contact your training provider and ask for this number.

Once you have registered for your exam, you will receive a confirmation email from PSI letting you know that your registration for the date, time and exam location is complete.

If you have any problems or issues with your registration, you will need to call PSI directly at 1-800-211-2754. Be advised that you may experience long hold times or you will have to leave a message for the customer service agents to call you back. Once you start the registration process, the NRPP Administrative Office will not be able to assist you as the office does not have access to your registration process with PSI.

## IMPORTANT INFORMATION FOR ADVANCED EXAMS:

\*A NRPP Measurement Provider certification (XXXXXX RT) must be current in order to register for the Multifamily Measurement Advanced Certification Exam. You will be asked for your certification ID number during your registration and you **MUST** present it to the proctor prior to beginning your exam. If you do not have your NRPP Certification card, please contact the NRPP Administrative Office to order another one.

\*\*A NRPP Mitigation Provider certification (XXXXXX RMT) must be current in order to take the Multifamily Mitigation Advanced Certification Exam OR the RRNC 2.0 Exam. You will be asked for your certification ID number during your registration and you **MUST** present it to the proctor prior to beginning your exam. If you do not have your NRPP Certification card, please contact the NRPP Administrative Office to order another one.

## STUDY MATERIALS ALLOWED FOR ADVANCED CERTIFICATION EXAMS

Candidates are responsible for bringing their own copy of the **published** AARST-ANSI standard. Electronic copies are not acceptable and will be taken away if presented, until the exam has been complete. The standard must be saddle-stitched. The standard **cannot** be a photo copied version or a loose leaf version of **ANY** type whether placed into a binder, spiral bound or left loose. The candidate is also allowed to bring a laminated copy of the Selective Annotated Table of Contents, if available. The standard may be highlighted, underlined and indexed upon entrance to the examination. However the indexing can only be made with **BLANK, COLORED** post-it notes **OR** permanent tabs, which would tear the page if removed. Any writing on a post-it note will be immediately removed by the proctor and destroyed.

Notes already written in the standard itself will be allowed but notations **CAN NOT** be made during the exam. Writing or highlighting instruments and scrap paper will not be needed and therefore will not be allowed. Any candidate caught writing, highlighting, underlining and/or indexing in the standard during the examination will be reported to the exam sponsor (NRPP Exam Director) and the candidate's exam may be labeled as a failed attempt. Candidates will **NOT** be permitted to remove from the examination room **ANY** material that the proctor has seen the candidate write in or make notations on. These items will be sent to the exam sponsor (NRPP Exam Director) for review.