

PSI and what is the PSI Testing Center Network?

PSI has over 60 years of experience with providing solutions to corporations, professional associations and government regulatory agencies. We offer a comprehensive solutions approach from test development to delivery to results processing including pre-hire employment selection, managerial assessments, licensing and certification tests, license management services and professional services. Recently PSI acquired a combination of testing companies allowing us to expand test administration capability making PSI unique in its ability to service both the government, corporate talent assessment marketplace as well as the certification and licensure markets.

PSI strives to utilize our nationwide network of PSI Authorized testing centers to ensure consistency in security, design and registration procedures that yield an unparalleled commitment to quality.

PSI is a leading provider of web-delivered, high-stakes testing and assessment solutions for major government and corporate clients, including the U.S. Department of Homeland Security - Transportation Security Administration and the Federal Air Marshal Program, the U.S. Customs and Border Patrol, the Federal Bureau of Investigation, the Office of the Comptroller of Currency, the Office of Personnel Management, USA Hire, Procter & Gamble, Jones NCTI (programs for Bright House, Cox, Time Warner), and many others. In addition to proctored web-based testing, the PSI True Talent Testing Center Network also provides I-9 Verification Processing at its participating facilities, as another activity and revenue stream.

The PSI Testing Center Network is comprised of proctored testing facilities that have contracted with us to deliver quality, standardized, reliable, and professional test administrations for our clients. We currently have roughly 650 Active test sites across the country, and centers are in university/college/educational settings, state government offices, training facilities, and retail/corporate businesses. Regardless of the venue, all Authorized PSI Testing Centers must meet or exceed basic standard requirements. To view these requirements, please see the attached document

Benefits of Becoming an Authorized PSI Testing Center:

- You control and manage your own testing schedule, hours, and availability based on your current business model and what works best for you.
 - There are no minimum seating or capacity requirements.
 - There are no minimum test volume requirements.
 - There are no fees to become an Authorized PSI Testing Center.

- Test Centers do no recruiting or solicitation for test candidates
 - All our clients do their own candidate recruitment – you do no solicitation.
 - Recruited candidates access our online scheduler where they can enter in zip codes for search radius to locate available centers and their schedules. The selection is entirely up to the candidate.
 - All our proctored testing is for pre-employment, promotional, or certification/licensure purposes. This allows you to be an integral part of your community by offering employment opportunities and services to your local population.

- Test Centers are paid for every individual test session completed
 - A standard Services Agreement outlines the hourly rate of reimbursement per candidate per length of test.
 - Tests vary in length from 1 hour (minimum) to 6 hours, with the average session length being 2.5 hours.
 - PSI provides monthly reconciliation detail and payment.

- Tests can be delivered on the computers you already use for other computer and web-based testing.
 - We have no restrictions about equipment use for other testing vendors.
 - Our System and Facility Requirements are attached for your review.

- 24/7 access to the tools and personnel you need
 - All Proctor Training is conducted online – you decide when it is most convenient.
 - PSI’s proprietary online console is used for all candidate scheduling, session tracking, test administration, and documentation.
 - Proctors and Test Administrators have online access to all User Guides and Client Protocols/Policy Guides for quick reference.
 - Our system is role-based so you can determine who has access and privileges for specific tasks.
 - We provide 24/7 access to technical support personnel.

- I-9 Verifications – An Additional Revenue Stream Offered to PSI True Talent Testing Centers
 - Verify documents presented by new hire employees for I-9 Verification
 - A testing station is not required - only a Proctor’s time (approx.. 15 minutes)
 - Proctors verify documentation and complete an online I-9 form via PSI True Talent’s system
 - A scanner is required at the Proctor Station for scanning and uploading documents
 - Centers can choose to opt in and participate, or not;
 - Centers are reimbursed for each accurately completed I-9 processes

Site Setup of PSI Testing Center

1. PSI Technical Department
 - a. Sends software and installation instructions to the site
 - b. Works with site personnel to complete installation and confirm communication
 - c. Trains site personnel on procedures for using the test delivery software
2. PSI Training Manager communicates training program procedures and timeline
3. Testing Center proctors must complete all trainings and pass the qualifying certification exams
4. Site activation and issuance of proctor passwords
5. Creating your Schedule

PSI creates testing schedule based off Declaration of Hours form submitted by center & number of testing stations you will use. Candidate will then be scheduled during those hours, and for that number of testing stations. (PSI does not provide notification of candidates who have scheduled, centers are required to check their schedule for each day they are open. Candidates are able to schedule up until 4pm PST the day before.)

PSI requires centers to now have at least 2 computers or more installed with testing software for testing. Centers must also have a separate proctor station that is not used for testing candidates.