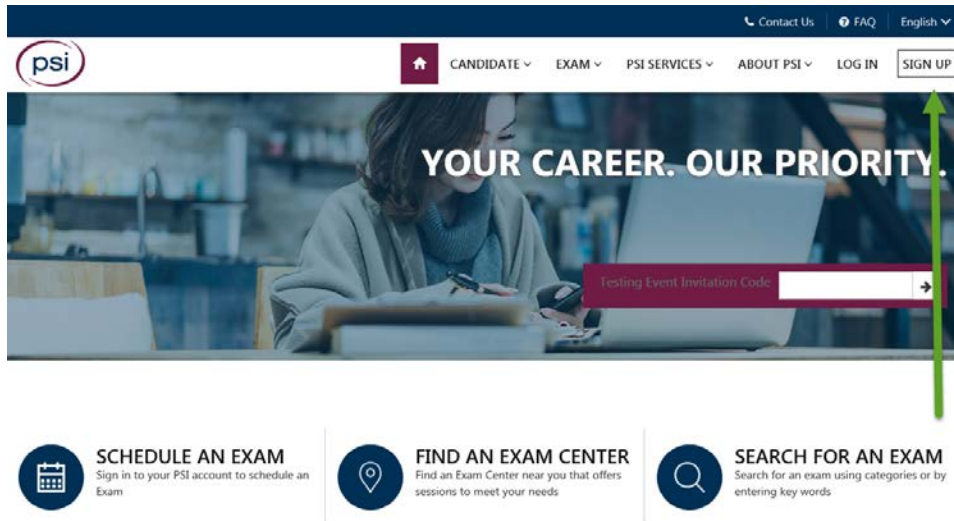


Welcome to PSI!

This document is a step-by-step guide to navigate the PSI website. We hope you find this helpful!

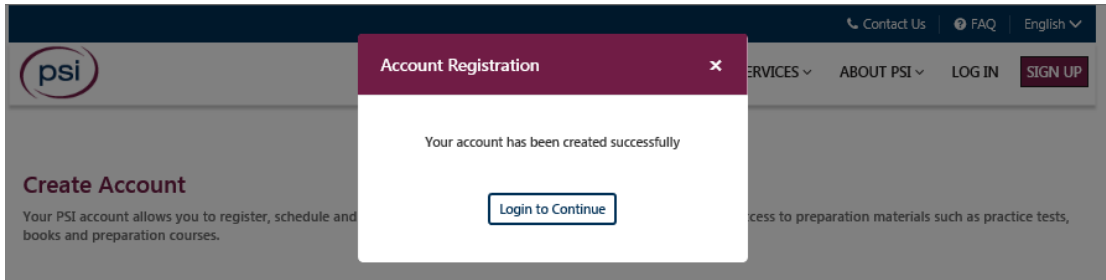
Click on Sign up



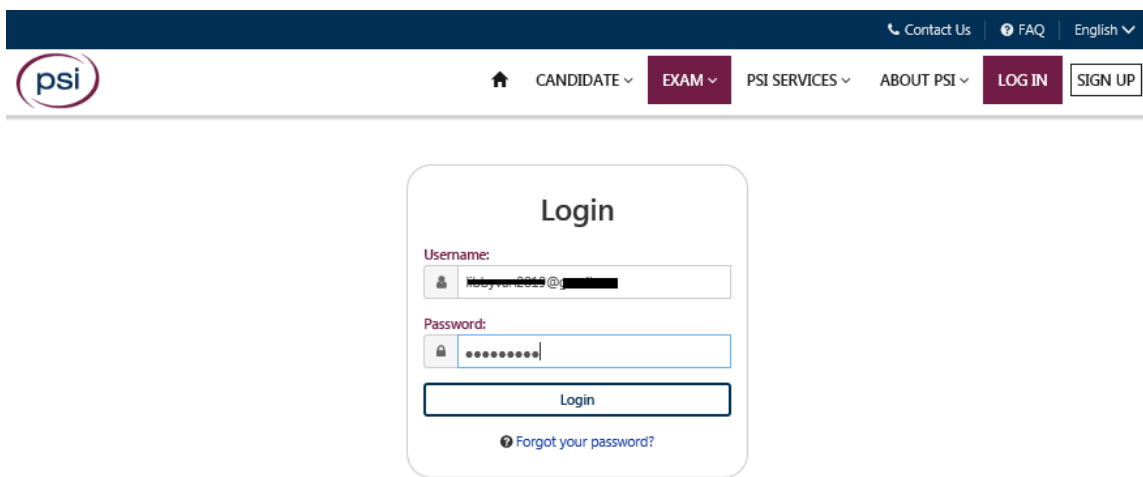
Create Account – Required fields are marked with a Red Astrisk*

Please use 'Link My Record' on Dashboard, if you have previously contacted a PSI Customer Support representative and paid for an examination, or you believe that your licensing or certification agency has provided PSI with eligibility information for you.

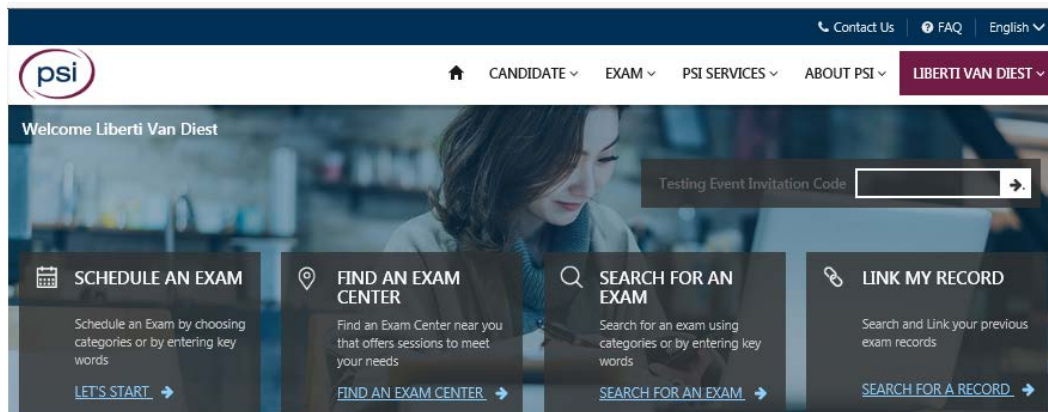
Once you complete your account set up. You will be asked to login to continue.



Enter your login information.



Once logged in, your name will be in the top corner and an arrow in the bottom pointing to "Link My Record".



Welcome to PSI

You can schedule an exam if you have previously contacted a PSI Customer Support representative and paid for an examination, or you believe that your licensing or certification agency has provided PSI with eligibility information for you.

To continue, click "LINK MY RECORD"

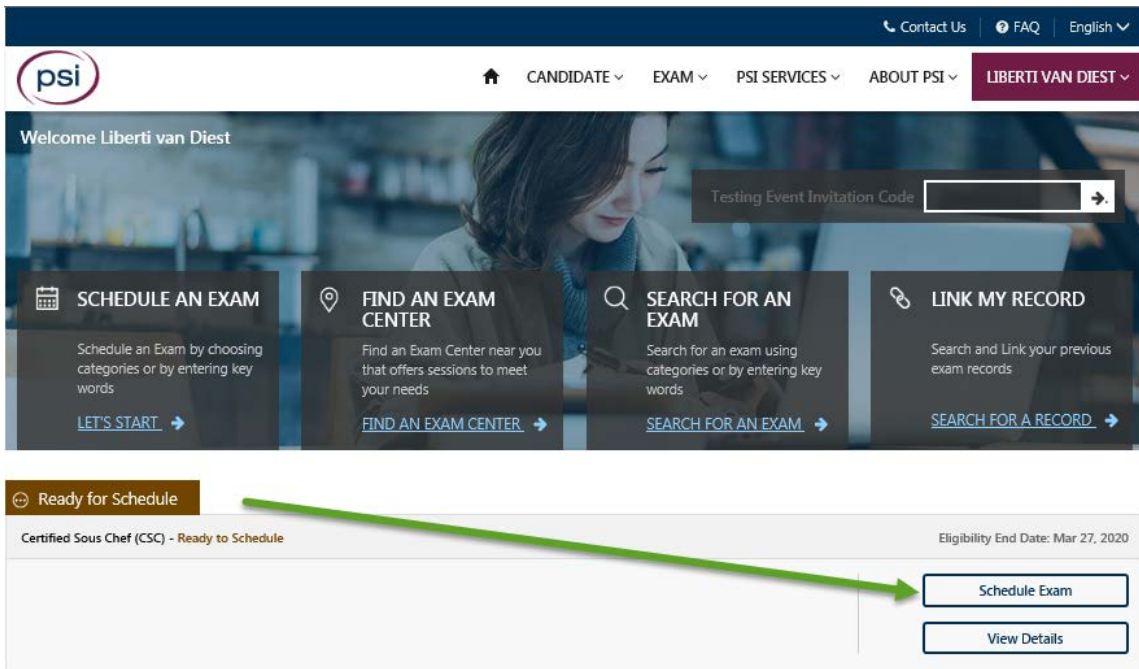
Input the requested information. Your ACF ID# is a critical piece for linking records.

The screenshot shows the PSI candidate portal interface. At the top, there is a navigation bar with the PSI logo, a home icon, and menu items for CANDIDATE, EXAM, PSI SERVICES, ABOUT PSI, and a user profile for LIBERTI VAN DIEST. Below the navigation bar, a welcome message reads "Welcome Liberti Van Diest". A "Testing Event Invitation Code" input field is visible. Four main action buttons are displayed: "SCHEDULE AN EXAM", "FIND AN EXAM CENTER", "SEARCH FOR AN EXAM", and "LINK MY RECORD". The "LINK MY RECORD" button is highlighted, and a search pop-up window is open over it. The pop-up window contains the following fields: "Search Exam" (with a search icon), "Type Exam/Certification/Sponsor Number" (input field), "OR", "Select Organization" (dropdown menu with "ACF" selected), "Select Test" (dropdown menu with "Certified Sous Chef (CSC)" selected), "ACF_ID_Number" (input field with "295372" entered), and "Cancel" and "Find my Exam" buttons.

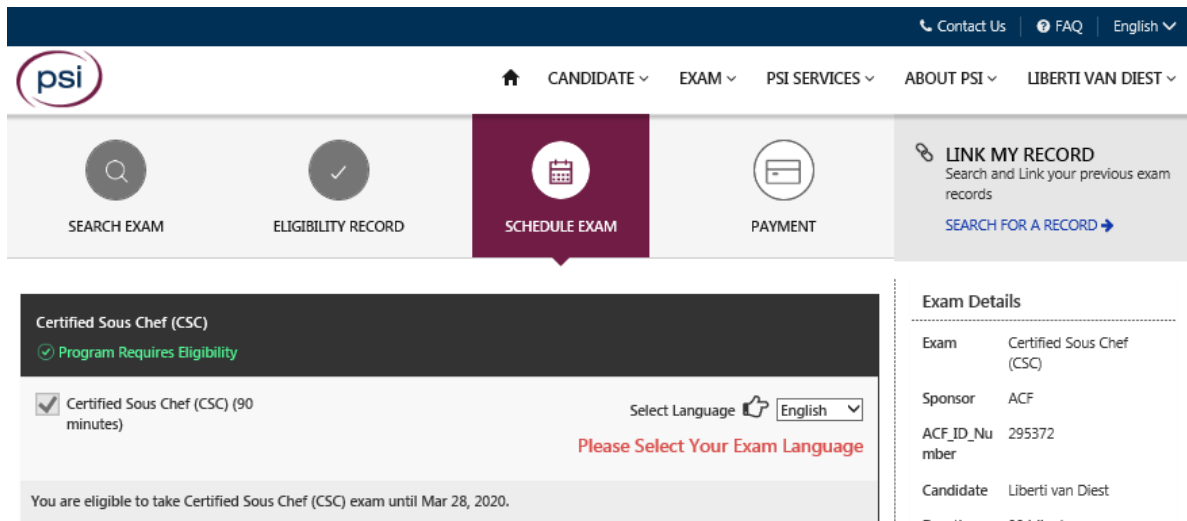
You will receive a pop-up notice advising the successful link. Close this window.

The screenshot shows a success message pop-up window. The window has a dark purple header with the text "Success" and a close icon (X). The main content area is white and contains the text "Records linked successfully". Below the text is a "Close" button.

After the link, you will see the exam eligibility records available to you. You can Schedule your Exam or View Details. Click on Schedule Exam



Select a language



Select your location and Preferred Month

Find Test Location

[I have a Test Center Code](#)

Country

Enter City / Postal Code

Preferred Month

Exam Center Address	Distance	First Available Date
1. OVERLAND PARK 8001 College Blvd Suite 285 Overland Park KS US 66210	4.8 miles	11 April 2019
2. OLATHE 18000 W. 105th St. Corporate Ridge Office Park Olathe KS US 66061	5.29 miles	11 April 2019
3. Kansas City (Gladstone), Missouri (AMP) 5941 Antioch Gladstone MO US 64119	23.58 miles	11 April 2019
4. Kirksville - Kirksville Area Technical Center* 1103 S Cottage Grove Kirksville MO US 63501	140.57 miles	12 April 2019
5. Wichita - Aviation Testing Inc.* 9914 E Harry Wichita KS US 67207	158.32 miles	11 April 2019



Exam Instructions

- All testers
 - You must take the exam on a computer.
- Unproctored Exams
 - You may take your exam at the time of purchase (on-demand).
- Live Remotely Proctored Exams
 - You cannot schedule same-day exams.
 - You may reschedule at least two days in advance of your scheduled exam time.
 - You may cancel at least two days in advance of your scheduled exam time.
- Recorded Proctored Exams
 - You may take your exam at the time of purchase (on-demand)
 - You will need to download a secure browser which could take approximately 30 minutes depending on your connection speed

Relevant Links

- [Buy Online Books](#)
- [Online Practice Exam](#)
- [Examining with PSI](#)
- [PSI Continuing Education Services](#)
- [PSI Learning Academy](#)
- [PSI Examination Tutorial](#)

From the list of locations, click on the location name to view dates/times. Select your date and time and click on Continue.

The screenshot shows a web interface for scheduling an exam. At the top, there are filters for 'Exam Center Address', 'Distance', and 'First Available Date'. Below these are five exam center options:

- 1. OVERLAND PARK: 8001 College Blvd Suite 285 Overland Park KS US 66210, 4.8 miles, 11 April 2019
- 2. OLATHE: 18000 W. 105th St. Corporate Ridge Office Park Olathe KS US 66061, 5.29 miles, 11 April 2019
- 3. Kansas City (Gladstone), Missouri (AMP): 5941 Antioch Gladstone MO US 64119, 23.58 miles, 11 April 2019
- 4. Kirksville - Kirksville Area Technical Center*: 1103 S Cottage Grove Kirksville MO US 63501, 140.57 miles, 12 April 2019
- 5. Wichita - Aviation Testing Inc.*: 9914 E Harry Wichita KS US 67207, 158.32 miles, 11 April 2019

The first option, OVERLAND PARK, is expanded to show a calendar for April 2019 and a list of available start times for 30 April 2019. The calendar shows available dates in green and the selected date (30) in blue. The start times are 08:00 AM and 01:00 PM, with the 01:00 PM slot selected. A red arrow points to the 'Continue' button at the bottom right.

You will receive a pop up to confirm your schedule details. Click Continue if the details are correct. If not, you can click Change to make necessary changes.

Important – the system will allow you to schedule an exam prior to making payment. If payment is not received w/in 30 minutes your scheduled appointment will be unscheduled automatically

The screenshot shows a pop-up window titled 'Confirm Schedule Details and Proceed' for a 'Certified Sous Chef (CSC)' exam. The window contains the following details:

Exam Center	Scheduled Date	Start Time	EXAM DURATION
OVERLAND PARK 8001 College Blvd Suite 285 Overland Park, KS, US 66210	Apr 30, 2019	01:00 PM (Time Zone: America/Chicago)	90 Minutes

At the bottom of the window are two buttons: 'Change' and 'Continue'.

Payment:

Input your Credit/Debit Card information.
 Check the Terms and Conditions Box
 Click "Pay Now"

Vouchers:

Input the voucher code
 Click "Apply"
 Check the Terms and Conditions Box
 Click "Pay Now"

Exam Details

Exam	Certified Sous Chef (CSC)
Sponsor	ACF
ACF_ID_Number	295372
Candidate	Liberti van Diest
Duration	90 Minutes

Payment Summary

Total Amount Due	USD 75.00
Balance Amount	USD 75.00

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- [PSI Continuing Education Services](#)
- [PSI Learning Academy](#)
- [PSI Examination Tutorial](#)

Once the schedule process is complete, you will see the details on your dashboard screen.

There are several options for candidates to use in their dashboard.

Print Acknowledgement

Print Receipt -

Reschedule

Cancel Schedule

psi Contact Us FAQ English

Home > Dashboard > Certified Sous Chef (CSC)

EXAM NAME
Certified Sous Chef (CSC) - **Scheduled**

SPONSOR: ACF **CONFIRMATION NUMBER:** L37963941

EXAM DATE: Apr 30, 2019 **EXAM TIME:** 01:00 PM
Time Zone : America/Chicago **EXAM DURATION:** 90 minutes **EXAM LOCATION:** OVERLAND PARK
8001 College Blvd
Suite 285
Overland Park, Kansas, USA 66210
[Get Directions](#)

[Print Acknowledgement](#) [Print Receipt](#) [Reschedule](#) [Cancel Schedule](#)

Security Procedures
Please note that smoking, eating, or drinking is not allowed while taking your exam.
If you are taking your exam via Web Delivery, note the following:
• You must take your exam in a private room, free from distractions.
• To check your system compatibility, please visit the following link and follow the directions provided:
[System Compatibility Link](#)

Required Identification Documents
Government-issued ID

Download Candidate Information Bulletin (PDF)

Exam Instructions

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 - You may take your exam at the time of purchase (on-demand)
 - You will need to download a secure browser which could take approximately 30 minutes depending on your connection speed

[Relevant Links](#)

[< Go to Dashboard](#)

More Information:

If a candidate schedules their exam and payment is not processed the system will count down the time to cancellation.

Scheduled

Certified Sous Chef (CSC) - Pending Payment Eligibility End Date: Mar 27, 2020

EXAM DATE: Apr 30, 2019 **START TIME:** 01:00 PM
TIME ZONE: America/Chicago **EXAM DURATION:** 90 minutes **EXAM LOCATION:** OVERLAND PARK
8001 College Blvd,
Suite 285,
Overland Park, Kansas, USA 66210
[Get Directions](#)

Schedule will expire without payment in 29m 27s

[Pay For Exam](#) [View Details](#)