



## Test Center Rules and Requirements

\*\*Candidates must review and agree to the [Application Handbook](#) prior to scheduling an exam. To reschedule an appointment, candidates must contact PSI at least 48 hours before their examination. Within 48 hours, the candidate will be required to pay a reseat fee. To contact PSI: (833) 333-4755 or [examschedule@psionline.com](mailto:examschedule@psionline.com).

**All CMCI candidates who schedule an exam at a test center agree to the following policies and procedures for the day of the test. Please carefully read the rules and notices below regarding your exam.** Exam fees are non-refundable and non-transferable. Your registration will be invalid, you will **NOT** be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment at least 48 hours before the scheduled examination date.
- Do not appear for your examination appointment or arrive after examination start time
- Do not present proper identification when you arrive for the examination.

**The following security procedures will apply during the examination**