

# Applying

## Submitting an application for the examination

Complete the paper application included in the Candidate Handbook and mail it with the appropriate fee to PSI/AMP address is: 18000 W. 105<sup>th</sup> Street, Olathe, Kansas 66061

The application is processed and a confirmation notice of eligibility is sent to the candidate within approximately two weeks. If a confirmation notice is not received within three weeks, contact the PSI/AMP at 913/895-4600.

## Scheduling the examination and Administration Process

Once the candidate receives their confirmation notice he/she should immediately schedule an examination appointment at their convenience during the month in which they have applied. The confirmation notice contains a web address and toll-free telephone number for the candidate to contact PSI/AMP; ABHI's testing agency. Appointments can also be scheduled online 24 hours a day, seven days a week at [www.goAMP.com](http://www.goAMP.com). The toll-free line is answered from 7:00 a.m. to 7:00 p.m. (Central Time) Monday through Thursday and 7:00 a.m. to 5:00 p.m. (Central Time) on Friday. The candidate must be prepared to confirm a date and location for testing and to provide her/his Social Security number as a unique identification number.

A candidate's eligibility and acceptance of the application is valid only during March, June, September or December. A candidate who fails to schedule an appointment for examination by the end of either month's eligibility deadline must re-submit a complete application including examination fee to schedule an examination appointment.

The ABHI examination is administered via computer at over 150 PSI/AMP Assessment Centers geographically distributed throughout the United States and Canada.

The examinations are administered by appointment only Monday through Friday at 9:00 a.m. or 1:30 p.m. during the months of **March, June, September and December**. Individuals are scheduled on a first-come, first served basis. Refer to the chart below.

**Note: Examinations will not be offered on Labor Day.**

**If the candidate contacts PSI/AMP by 3:00 p.m. Central Time on...**

Monday  
Tuesday  
Wednesday  
Thursday  
Friday

**Depending on availability, an examination may be scheduled beginning**

Thursday  
Friday  
Monday  
Tuesday  
Wednesday

The candidate must contact PSI/AMP to schedule an appointment and will be given the specific time to report to the center. No admission ticket will be issued; therefore, the specified examination location, date and time should be noted. Candidates who arrive at the Assessment Center later than 15 minutes from the scheduled appointment time will not be admitted. Unscheduled candidates (walk-ins) will not be admitted to the Assessment Center.

ABHI reserves the right to verify information supplied by the candidate. An application is considered complete only if all requested information is complete and accurate; if the candidate is eligible for the examination; and if fees are submitted. Examination fees for ineligible applications will be refunded minus a \$75 processing fee.

### **Computerized Version Appointment Changes**

A candidate may reschedule ONE appointment for the computerized version of the examination at no charge by calling PSI/AMP at 888/519-9901 at least four business days prior to the scheduled testing session. (See table below.)

<b>If an examination is scheduled on...</b>	<b>The candidate must call PSI/AMP by 3:00 pm Central Time to change his/her reservation by the ...</b>
Monday	previous Tuesday
Tuesday	previous Wednesday
Wednesday	previous Thursday
Thursday	previous Friday
Friday	previous Monday

A candidate who wishes to reschedule their examination but fails to contact PSI/AMP at least four business days prior to the scheduled testing session forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for examination. A candidate who cancels their examination after confirmation of eligibility forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for examination. If a candidate must cancel an examination appointment or would like to request a refund due to a medical emergency the candidate must submit the request in writing accompanied by official written notification from attending physician to the ABHI Executive Office.