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## Information for Testing Sites

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The Professional Service Coordinator (PSC) Certificate Program is a distance education program administered by The Ohio State University in collaboration with the American Association of Service Coordinators.

After completing online modules, participants are required to take an online Comprehensive Examination. Candidates are asked to:

- Contact an NCTA testing site that is most convenient for them
- Arrange a time and date to take the exam
- Obtain a contact name and email address
- Share that information with the program staff at Ohio State.

The Ohio State staff will provide the contact person at the testing site with a unique PIN that will unlock the online exam on the date of the exam. The candidate will know the weblink for the exam and will open that link at the beginning of the testing session allowing the testing site staff member to enter the unique PIN. Candidates are allowed two hours to complete the exam, and automatic timing devices are built into the online exam. Exam candidates are personally responsible for all testing site fees.

**For further information/clarification, please feel free to contact:**

The Ohio State University Office of Geriatrics and Interprofessional Aging Studies, 614-293-4815 or [aging@osu.edu](mailto:aging@osu.edu).

Your assistance with the administration of the PSC Comprehensive Exam is very much appreciated.