



Firefighter Candidate Assessment Website Scheduling Guide

Table of Contents

Website Overview 3

Create an Account 4

Register for the Firefighter Candidate Assessment (FCA)..... 7

Pay for the Firefighter Candidate Assessment (FCA)..... 11

Schedule for the Firefighter Candidate Assessment (FCA)..... 13

Website Overview

The City of Los Angeles candidate website is designed to provide candidates the opportunity to log-in to their own account, complete their registration process, pay for the Firefighter Candidate Assessment exam and receive email confirmations with their scheduled test date/time and directions. The following steps will walk you through the online scheduling tool.


Website: <https://lacityfirefighter.psiexams.com/>

The Home page of the website, as shown below in **Figure 1**, provides the candidate with tools to do the following:

- Create an Account to Register for the Exam
- Pay for the Exam
- Schedule and Cancel Exam Appointments
- Log back into the Account as a Returning User
- View the Los Angeles Firefighter Website
- View the Computer Exam System Tutorial Video
- View the Practice Questions Tutorial Video
- Review the Candidate Information Bulletin (CIB)
- Access Frequently Asked Questions (FAQs)

Figure 1

psi PSI Exams Online Home | FAQs | Contact Us



Welcome to PSI Exams online

Discover an easy to use, paperless, and interactive approach to expedite your examination process.

Returning Users

Sign in

Email Address:

Password:

Start in:

[\[Forgot Password? \]](#)

[\[Update email address \]](#)

If you do not have an account, please click the below link.

[\[Create an Account \]](#)

Welcome to the PSI portal of FIREFIGHTER CANDIDATE ASSESSMENT (FCA)

Create an account or sign into your existing account to register and pay for your assessment.

Informational Links:

- [Visit the City of Los Angeles Firefighter Website](#)
- [Computer Exam System Tutorial Video](#)
- [Practice Questions Tutorial Video](#)
- [Candidate Information Bulletin \(PDF\)](#)
- [Frequently Asked Questions \(PDF\)](#)
- [Online Scheduling Instructions \(PDF\)](#)

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Create an Account

1. As a new user, you must click on the link listed on the main home page that reads “Create an Account” **Figure 2** shown below highlights this section.

Figure 2

psi PSI Exams Online [Home](#) | [FAQs](#) | [Contact Us](#)

Welcome to PSI Exams online
Discover an easy to use, paperless, and interactive approach to expedite your examination process.

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Create an account or sign into your existing account to register and pay for your assessment.

Informational Links:

- [Visit the City of Los Angeles Firefighter Website](#)
- [Computer Exam System Tutorial Video](#)
- [Practice Questions Tutorial Video](#)
- [Candidate Information Bulletin \(PDF\)](#)
- [Frequently Asked Questions \(PDF\)](#)
- [Online Scheduling Instructions \(PDF\)](#)

Returning Users

Sign in

Email Address:

Password:

Start in: ▼

[\[Forgot Password?\]](#)

[\[Update email address\]](#)


If you do not have an account, please click the below link.

[\[Create an Account \]](#)

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2. Once you click on the Create an Account Section, you will be asked to enter relevant information such as your name, email address, a secure password and a security question with response. (**Figure 3**)
3. Please note that all fields with an * are mandatory and must be filled out.

Figure 3

Home | FAQs | Contact Us

Create an Account

To create a PSI account, provide the following information. The PSI account allows you to register, schedule and take practice tests that are licensed by various authorities who are PSI partners. If you have created an account already, [log on](#) now.

Fields indicated with an asterisk (*) are mandatory.

Errors

- » Email field cannot be left blank.
- » First name field cannot be left blank.
- » Last name field cannot be left blank.
- » The password you entered does not meet the mandatory rules. Please update your password and resubmit.
- » Security Question cannot be left blank.
- » Security Answer cannot be left blank.

Step 1

Your Details

Email Address:*	<input type="text"/>	Last Name:*	<input type="text"/>
First Name:*	<input type="text"/>	Generation(Jr.,Sr.,etc.)	<input type="text"/>
Middle Name:	<input type="text"/>		

Step 2

Enter a password for your account and select your security question and answer.

Create a password:*	<input type="password"/>	PSI's password rules: <ol style="list-style-type: none">1. Must be between 8 - 32 characters long.2. Must contain at least one uppercase and lowercase letter.3. Must contain at least one number and special character. Allowed special characters: @, %, +, \, /, ', #, \$, ^, ?, ;, ., (,), {, }, [,], ~, _ -4. Password cannot contain words from any part of the email address.
Retype your password :*	<input type="password"/>	
Choose a Security Question :*	-- Select --	
Security Answer :*	-- Select -- Place of birth Pet's Name Mother's maiden name Favorite vacation spot	

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4. After you've created your Account, the system will welcome you and display your name at the top of the page. (Figure 4)
5. You may then click on the "View all my activities" option on the bottom of the page.

Figure 4

psi PSI Exams Online Home | FAQs | Logout

Welcome John Smith

Welcome to your PSI Home Page!

You can select the following options under **My Tasks** on the right hand menu:

- Register test - allows you to register for a test.

You can maintain your personal account information by selecting the following options under **User Info** :

- Change personal profile - allows you to change and update your demographics information.
- Change login details - allows you to change your Email address & password.

My Tasks

- » [View all my activities](#)
- » [Register for a test](#)

User Info

- » [Update personal profile](#)
- » [Change password](#)


View all my activities

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Register for the Firefighter Candidate Assessment (FCA)

6. Once you've done this step, you'll see a page that looks like **Figure 5** outlining your Account Activity.
7. On the Account Activity page, you'll click on the "Register for a test".

Figure 5

 **PSI Exams Online** [Home](#) | [FAQs](#) | [Logout](#)

Account Activity

Registered records

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
NO ACTIVITIES FOUND				
Register for a test				

Scheduled records

Test Name	Sponsor	Portion Name(s)	Schedule Date / Start Time	Confirmation No.	Status
NO ACTIVITIES FOUND					

Past activity (last 10 records)

Test Name	Sponsor	Tested Date	Portion (Result)	Status
NO ACTIVITIES FOUND				

[← Back to welcome page](#)

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8. This will then show you a page that looks like **Figure 6** below. Click on the Register button

Figure 6

The screenshot shows the PSI Exams Online registration interface. At the top left is the PSI logo and the text "PSI Exams Online". At the top right are links for "Home", "FAQs", and "Logout". Below this is a dark blue header with the text "Register for a Test". Underneath the header is a breadcrumb trail: "Select" followed by arrows pointing to "Details", "Demographics", "Portion", "Payment", and "Confirmation". The "Details" step is highlighted in red. Below the breadcrumb trail is a light blue box containing the exam details: "Exam: Firefighter Candidate Assessment" and "Sponsor: City of Los Angeles FireFighters".

The "Portions" section contains a table with two rows of assessment items:

Portion
Background Information Survey (30 minutes) ■
Firefighter Multimedia Assessment (210 minutes) ■

Below the portions table is a fee table:

Fee	Cost(\$)
Exam Fee	69.00

At the bottom of the registration section are two buttons: "Register" (highlighted with a red border) and "Cancel".

The "Other Information" section contains a bulleted list of instructions:

- You can take this test on Computer.
- Kindly note that this is not an open book test.
- Reschedule 1 day in advance before 5:00 PM Pacific Standard Time.
- Cancel 1 day in advance before 5:00 PM Pacific Standard Time.
- Schedule 1 day in advance before 4:00 PM Pacific Standard Time.

At the bottom left, there are two links: "Mandatory Portions" with a red square icon and a hand icon, and "Practical Portion(s)" with a hand icon. Below these is a link "Back to welcome page" with a left-pointing arrow icon.

At the bottom right of the page, there is a footer: "Copyright 2000-2016 PSI. ALL RIGHTS RESERVED. Version 1.112.0.0 | [PSI Corporate](#)"

9. After clicking on the Register button, you'll be asked to complete a form asking for your personal information. Please note that all fields with an * are mandatory and must be filled out. (Figure 7)

Figure 7

psi PSI Exams Online [Home](#) | [FAQs](#) | [Logout](#)

Register for a Test

Select → Details → **Demographics** → Portion → Payment → Confirmation

Exam: Firefighter Candidate Assessment
Sponsor: City of Los Angeles FireFighters

Personal Information

First Name Last Name

* SSN - -
Candidate Social Security Number

Email ID

Telephone Numbers

Home Phone Office Phone

Primary Contact Address

* Street Address1 Address2

* City * State

State (If not USA) * Country

* Postal Code

HIGHEST EDUCATION LEVEL COMPLETED

HIGHEST EDUCATION LEVEL COMPLETED

SEX

* SEX

RACE

RACE

ETHNICITY

ETHNICITY

AGE GROUP

AGE GROUP

Fields indicated with an asterisk (*) are mandatory.

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10. Once you've completed the personal information page, please click Continue. This will then show you a page that looks similar to **Figure 8**.

Figure 8

psi PSI Exams Online [Home](#) | [FAQs](#) | [Logout](#)

Register for a Test

Select ➔ Details ➔ Demographics ➔ **Portion** ➔ Payment ➔ Confirmation

Exam: Firefighter Candidate Assessment
Sponsor: [City of Los Angeles FireFighters](#)

Select Portion(s) for which you would like to be tested

Portion	Test Duration	Type
<input checked="" type="checkbox"/> Background Information Survey	(30 minutes)	Mandatory
<input checked="" type="checkbox"/> Firefighter Multimedia Assessment	(210 minutes)	Mandatory

[Back](#) [Continue](#) [Clear](#)

Mandatory Portions Practical Portion(s)
 Back to welcome page

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11. Click on the Continue button to proceed.

Pay for the Firefighter Candidate Assessment (FCA)

- You'll now be asked to pay for your exam fee of \$69.00 using a valid credit card number, agreeing to the terms and conditions, and submitting payment. (Figure 9)

Figure 9

psi PSI Exams Online [Home](#) | [FAQs](#) | [Logout](#)

Register for a Test

Select → Details → Demographics → Portion → **Payment** → Confirmation

Exam: Firefighter Candidate Assessment
Sponsor: City of Los Angeles FireFighters

Registration Fee	Cost (\$)
Exam Fee	69.00
Total	69.00

Payment

You will be charged **69.00**.

Credit Card

Card Type: *

Card Number: *

Expiration Date: *

Name on Card: *

Billing Street Address: *

ZIP Code: * Card ID Number: * [What is Card ID no?](#)

I accept PSI's Payment terms & conditions.
[Click here](#) to read terms & conditions.

[← Back to welcome page](#)

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- Once you have submitted your credit card payment, you will receive an onscreen notification that you have successfully registered for the test and are now ready to schedule your exam. Click on the "Go to activity page" to schedule your exam. (Figure 10)

Figure 10

The screenshot shows the PSI Exams Online interface. At the top left is the PSI logo and the text "PSI Exams Online". At the top right are links for "Home | FAQs | Logout". A dark blue banner with the text "Register for a Test" is positioned below the header. The main content area contains a congratulatory message: "Congratulations!! You have successfully registered for Firefighter Candidate Assessment. An Email has been sent to your Email ID with the registration details." Below this is a section titled "Registration Details" which contains a table of registration information. A "Print Receipt" button is located below the table. Underneath, the text "You can do the following activities:" is followed by a right-pointing arrow and a button labeled "Go to activity page". At the bottom left, there is a "Back to welcome page" link. The footer contains the copyright notice: "Copyright 2000-2016 PSI. ALL RIGHTS RESERVED. Version 1.112.0.0 | PSI Corporate".

psi PSI Exams Online Home | FAQs | Logout

Register for a Test

Congratulations!! You have successfully registered for Firefighter Candidate Assessment. An Email has been sent to your Email ID with the registration details.

Registration Details

Exam:	Firefighter Candidate Assessment
Sponsor:	City of Los Angeles FireFighters
Confirmation Number:	J9002316
Registration Validity:	01/11/2017
Schedule Before:	01/10/2017
Testing Mode:	Computer
SSN:	123456789
Total Fee (\$):	69.00

[Print Receipt](#)

You can do the following activities:

» [Go to activity page](#)

[Back to welcome page](#)

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Schedule for the Firefighter Candidate Assessment (FCA)

14. On the Account Activity page where you may click on “Schedule for a test” on the right side of the page. (Figure 11)

Figure 11

psi PSI Exams Online [Home](#) | [FAQs](#) | [Logout](#)

Account Activity

Registered records

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
Firefighter Candidate Assessment	Firefighter Multimedia Assessment, Background Information Survey	City of Los Angeles FireFighters		Schedule for a test

Scheduled records

Test Name	Sponsor	Portion Name(s)	Schedule Date / Start Time	Confirmation No.	Status
NO ACTIVITIES FOUND					

Past activity (last 10 records)

Test Name	Sponsor	Tested Date	Portion (Result)	Status
NO ACTIVITIES FOUND				

[← Back to welcome page](#)

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15. The scheduling page will ask you to enter your zip code or city name. Once the field has populated, click on Search. This will then bring up a list of nearby locations and available dates/times to schedule your appointment. (Figure 12)

Figure 12

psi PSI Exams Online Home | FAQs | Logout

Schedule a Test

Select Test Center ➔ Select Date & Session ➔ Confirmation

Test does not support multiple sessions, so portions have to be scheduled together.

Use this feature as a general guideline to plan your test schedule. Test center availability is on a first-come, first-served basis. The available test dates and time are displayed in real time. We do not guarantee the availability of your preferred test when you choose to pay and schedule for your examination.

Exam:	Firefighter Candidate Assessment
Sponsor:	City of Los Angeles FireFighters
SSN:	123456789
Candidate Name:	John Smith

Test does not support multiple sessions, so portions have to be scheduled together.

Test Portion
<input checked="" type="checkbox"/> Background Information Survey(30 minutes)
<input checked="" type="checkbox"/> Firefighter Multimedia Assessment(210 minutes)

Test Center Selection

Country: USA Zip or City: Start typing Zip code or City name Search ?

[Continue](#) [Cancel](#)

[Click here](#) to send an email to Customer Support. (Pop-up blockers must be disabled)

[Back to welcome page](#)

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16. After you've chosen your date and time for testing, you'll see an onscreen confirmation and also receive an email with your selected test date/time and driving directions.