

8 STEPS TO EARN THE PSAP CERTIFICATION



01

Review Program Requirements

Review the entire Candidate Handbook. Candidates must meet all eligibility requirements at the time of application.

02

Application and Fee Submission

Complete and submit the application forms, supporting documentation, and examination fee.

03

Application to Review

Allow two (2) to four (4) weeks for HI to review the application and provide results

04

Schedule Examination

Candidates are required to schedule the exam within one (1) year of application approval. All exams are proctored to uphold the integrity of the examination process.

05

Exam Results

Candidates will be notified of exam results within four (4) weeks of their examination date.

06

Certification Granted

Candidates who successfully pass the exam will earn the PSAP credential. Certification is valid for three (3) years.

08

Certification Renewal

Submit the renewal application and fees prior to the certification expiration date.

Certification Maintenance

Certified professionals will need to earn 30 professional development hours (PDHs) within the three (3) year certification period.

07