



CBT Online Group Application Submission

WHAT:

The Computer-Based Testing (CBT) Online Group Application allows for a third-party administrator, hereby referred to as a Group Application Coordinator (GAC), to manage the candidate application and registration process on behalf of multiple NWSA candidates. The GAC provides all candidate application information online, including candidate demographics, exam selection, and payment.

Once the Group Application is submitted, all communication will be directly between NWSA (or PSI) and the GAC (and not the candidate). This allows for easier management of the application process, less data entry, and the ability to provide payment information one time for each group of applications submitted.

Please note, if you are the individual candidate who will be testing, please use the “single application” option described in the Candidate Handbook.

HOW:

- **Step 1:** Go to nws-a.org/application. After agreeing to the main screen, click on “multiple applications” button.
- **Step 2:** Complete the online form, including GAC information and candidate application data.
- **Step 3:** Complete payment information and submit it. Then wait for 10 minutes.
- **Step 4:** Within 10 minutes after submitting payment information you will receive two emails from NWSA:
 - The first email you will receive, “New NWSA Multiple Submission Confirmation,” is a summary of the candidate applications submitted.
 - The second email will have the subject “Credit Card Transaction Receipt” and will contain a receipt for payment.
- **Step 5:** Within 48 business hours, you will receive a third email from NWSA:
 - This third email, “NWSA CBT Authorization,” is a single summary email containing an approval notice for each candidate.
- **Step 6:** Soon after that (on the same day), you will receive a fourth email, this one from PSI (candidates test at PSI’s CBT testing centers):
 - The fourth email, “PSI Registration Confirmation Notice,” will contain separate emails, one per candidate, confirming that PSI received the candidate information from NWSA and providing candidate identification information needed to schedule exams with PSI.
- **Step 7:** Contact PSI via phone at 800-733-9267 to schedule testing appointments for each candidate.*

Please note that PSI’s online scheduling platform will **NOT work with this group application submission process. PSI’s online scheduling system will only work for the “single application” process described in the Candidate Handbook.*