

## Candidate Registration Quick Reference Guide



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# How to Create a CNA365® Account

1

Click the “CNA365” button at the top of your state website page at [www.credentia.com](http://www.credentia.com)



2

Select the “Sign Up” link on the CNA365® login page

**TIP:** bookmark the CNA365® login page

3

Fill out the new account form and select “Sign Up” button

4

Check your email for your account confirmation and click the “Activate Account” button

# How to Submit a Testing Application

## Step I – Start New Application

### STEP I

After you login, click on the “Start New Application” button that appears on your Dashboard page



Candidate Id : 1934123



#### Dashboard

- Application
- Exam Schedule
- Grievance Form
- Excused Absence
- Manage Profile

Toggle Sidebar

Welcome, **Jennifer Ramos**

The Credentia team is committed to providing you with a convenient and hassle-free experience throughout the credentialing process!

```
graph LR; A[Fill Application Form] -.-> B[Register For Exam]; B -.-> C[Start Exam]; C -.-> D[Check Exam Scores]; D -.-> E[Get Certified]
```

Fill Application Form      Register For Exam      Start Exam      Check Exam Scores      Get Certified

[+ Start New Application](#)

# How to Submit a Testing Application

## Step 2 – Select Your Eligibility Route

### STEP 2

1. Select your eligibility route
2. Confirm your eligibility route by checking the box
3. Select the “Start” button



Candidate Id : 1934123



- Dashboard
- Application**
- Exam Schedule
- Grievance Form
- Excused Absence
- Manage Profile

### Select Application

Home / Application / Select Application

#### State

Alaska

#### Select Your Eligibility Route

E1 New Nurse Aide

E2 Reinstatement

E3 Equivalency Training

E4 Military Training

E5 Out of Country

E6 Current or Expired Nursing License

#### Instructions :

You must complete this application if you want to take the NNAAP® Examination. You may receive assistance from your nurse aide education program or your nursing facility employer. The personal information is used only to determine your eligibility to test. Failure to provide complete and accurate information may delay your nurse aide test or prevent your entry on the Registry. Please ensure your address information is correct before submitting this application. Once submitted, your application will be reviewed by the Alaska State Board of Nursing to confirm your eligibility to register for the NNAAP exam. You will be notified by email once a decision has been made regarding your application. You can also review the status of your application in CNA365.

#### E1 New Nurse Aide -

For uncertified applicants who have completed a state-approved training program within 2 years of course completion date.

I have read the above definition of the E1 Eligibility Route and confirm that this is the correct Eligibility Route for me (check the box). response required

#### Important:

Your application will be forwarded electronically to the BON for approval and confirmation of successful completion, not earlier than two years immediately before the date of the completed application, of a state approved certified nurse aide training program with a minimum of 140 hours of training that includes a minimum of 60 hours of classroom instruction and 80 hours of clinical/skills. Once approved you will receive an email letting you know that you can go back into CNA365 and schedule your exams.

Start

# How to Submit a Testing Application

## Step 3 – Complete Application

### STEP 3

Click on each section to enter the required information and upload any supporting documentation as prompted

Dashboard

Application

Exam Schedule

Grievance Form

Excused Absence

Manage Profile

Application Form

Home / Application / Application Form

Cancel Save as Draft Submit

### Alaska Nurse Aide Testing Application

Eligibility Route: E1 New Nurse Aide

SECTION 1 REQUIRED DOCUMENTATION AND TRAINING PROGRAM COMPLETION

**URGENT: The following documentation must be received by the Alaska State Board of Nursing prior to approval of this testing application.**

You must complete Form 08-4069 found here:  
<https://www.commerce.alaska.gov/web/portals/5/pub/nu4069.pdf?>

Once the form is reviewed and approved by the Alaska State Board of Nursing you will receive an email alerting you that you may enter CNA365 and register for your exams.

**Training Program**  
Select your training program from the drop-down list:  
Please select a training program  
TestTrainingprogramAlaska - Banglore Banglore Banglore 78...

**Training Program Course Completion Date**  
Select Date  
02/07/2023

**Important:**  
Your application will be forwarded electronically to the BON for approval and confirmation of successful completion, not earlier than two years immediately before the date of the completed application, of a state approved certified nurse aide training program with a minimum of 140 hours of training that includes a minimum of 60 hours of classroom instruction and 80 hours of clinical/skills. Once approved you will receive an email letting you know that you can go back into CNA365 and schedule your exams.

SECTION 2 ACCOMMODATIONS

SECTION 3 REGISTRANT CERTIFICATION

Application Progress

- REQUIRED DOCUMENTATION AND TRAINING PROGRAM COMPLETION
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

Toggle Sidebar

**TIP:** save your application by selecting “Save as Draft” button in upper right-hand corner if you want to save and submit later

# How to Submit a Testing Application

## Step 4 – Submit Application

### STEP 4

When you have completed all sections, click on the “Submit” button

 Dashboard

 Application

 Exam Schedule

 Grievance Form

 Excused Absence

 Manage Profile

#### Application Form

Home / Application / Application Form

Cancel

Save as Draft

Submit

#### Alaska Nurse Aide Testing Application

Eligibility Route: E1 New Nurse Aide

SECTION 1 REQUIRED DOCUMENTATION AND TRAINING PROGRAM COMPLETION

SECTION 2 ACCOMMODATIONS ⓘ

SECTION 3 REGISTRANT CERTIFICATION

I hereby certify that the information provided on this registration form is true and accurate, and that I am the person whose name appears on the form. I understand that any information I give that is not true may jeopardize my certification status and listing as a nurse aide and may result in prosecution by the state of Alaska.

Yes, the information on this application is true and correct (check the box).

Candidate Signature  
Jennifer Ramos

Date  
02/27/2023

#### Application Progress

- REQUIRED DOCUMENTATION AND TRAINING PROGRAM COMPLETION
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

# How to Submit a Testing Application

## Checking Your Application Status



- Dashboard
- Application**
- Exam Schedule
- Grievance Form
- Excused Absence
- Manage Profile

### Application

Home / Application

#### Alaska E1 New Nurse Aide Application

Current Status

🟡 Pending

February 27th, 2023 / 12:51 PM

Application ID	Submitted Date
932239	02/27/2023

Summary

Click "Summary" button to see status of your application



### Application Form

Home / Application / Application Form

Withdraw Application

#### Alaska Nurse Aide Testing Application

Eligibility Route: E1 New Nurse Aide

##### SECTION 1 REQUIRED DOCUMENTATION AND TRAINING PROGRAM COMPLETION

**URGENT: The following documentation must be received by the Alaska State Board of Nursing prior to approval of this testing application.**

You must complete Form 08-4069 found here:

<https://www.commerce.alaska.gov/web/portals/5/pub/nua4069.pdf>

Once the form is reviewed and approved by the Alaska State Board of Nursing you will receive an email alerting you that you must enter CNA365 and register for your exams.

##### Training Program

Select your training program from the drop-down list:

#### Application Progress

##### Application Process

- ✔ Candidate Submitted  
27 Feb, 2023 | 12:50 PM  
Submitted for approval...
- 🟡 StateClient Pending  
27 Feb, 2023 | 12:50 PM  
Pending for approval...

Detailed log of your application review process

You will receive a CNA365® alert email once your application has been approved and you are able to register for exams

# How to Schedule an Exam

## Step I – Register for Exam

### STEP I

Select “Exam Schedule” from the navigation menu and then select the “Register for Exam” button



- Dashboard
- Application
- Exam Schedule**
- Grievance Form
- Manage Profile

#### Exam Schedule



Your application is approved and you may now register for the exam

Register For Exam



# How to Schedule an Exam

## Step 2 – Select Exam Type

### STEP 2

Select the Exam Type (you schedule one exam at a time)

#### Register For Exam

[Home](#) / [Exam Schedule](#) / [Register For Exam](#)

Eligibility Route Name

E1 New Nursing Assistant

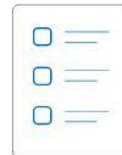


Select Exam Type

Nurse Aide Written Exam

Nurse Aide Oral English Exam

Nurse Aide Skills Exam



Select exam type to schedule your exam

# How to Schedule an Exam

## Step 3 – Schedule Online Exam

### STEP 3

To schedule an online written/oral exam (skip this step if you want to schedule a test center exam):

1. Select online exam
2. Select your time zone
3. Select your preferred exam date (note that days in bold have exam times available and disabled days have no available exam times)
4. Select your preferred time of day range for the exam date selected
5. Select one of the available time slots
6. Select “Add Cart” button

1 Select Your Exam Type

Online  Test Center

Select TimeZone  
(UTC-07:00) Arizona

Select Date

DEC 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Available Not Today Selected  
available

Dates in bold have available exam times



Select Your Exam Type

Online  Test Center

Select TimeZone  
(UTC-07:00) Arizona

Select Date  
12/30/2021

Select Range

08 AM - 12 PM 12 PM - 04 PM 04 PM - 08 PM

Available Slots

10:30 11:00 11:30 10:00 10:45 11:15 11:45 10:15

● Available ● Limited Slots ● Selected

Add Cart Play Now

# How to Schedule an Exam

## Step 4 – Schedule Test Center Exam

### STEP 4 – Option #1

#### OPTION#1: Search by Radius From Your Address

1. Select “Search a Test Center by Mileage Radius”
2. Update you address as desired (default is your system address)
3. Select “Search by Radius” button
4. Select an available exam date
6. Select a test center from the available list
7. Select a test time from the available list
8. Select “Add Cart” button

The screenshot displays a web interface for scheduling an exam. It is divided into three main sections:

- 1. Select Your Exam Location:** A radio button labeled "Test Center" is selected.
- 2. Select Your Exam Date Range:** A date range selector shows "5/24/2022" to "6/23/2022" with a calendar icon.
- 3. Search by Mileage Radius or Test Center:** Two radio buttons are present: "Search a Test Center by Mileage Radius" (selected) and "Search a Test Center by Code or Name". Below this, a sub-section titled "Search for Test Center Near You by Mileage Radius" contains two input fields: "Your Address" and "Mileage Radius". A blue "Search by Radius" button is positioned below these fields.

Below the search section, a list of results is shown:

- A date selector with "06-01-2022" selected.
- A grey bar containing the test center name "EDUCATORS INC - RTS", the address "12 Commerce Avenue", a link for "Get Directions", and the distance "Distance 99 miles".
- A time selector with "10:00 AM" selected.

At the bottom right of the interface, there are two buttons: "Add Cart" and "Pay Now". An orange arrow points to the "Search a Test Center by Mileage Radius" radio button.

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# How to Schedule an Exam

## Step 4 – Schedule Test Center Exam

### STEP 4 – Option #2

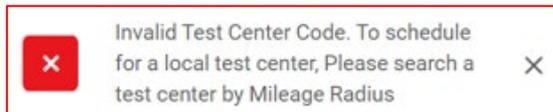
#### OPTION #2: Search by Test Center Code

1. Select “Search a Test Center by Code”
2. Enter Test Center ID provided to you by your training program next to “INF”
3. Select “Search by Code” button
4. Select an available exam date
6. Select a test center from the available list
7. Select a test time from the available list
8. Select “Add Cart” button

- If a full 5-digit code is not entered, or if any other characters are entered there will be a red alert under the search area

**Test center code must start with the letters INF followed by 5 digits**

- If an invalid code has been entered an error message will appear

A screenshot of a web application interface for scheduling an exam. The interface is divided into three main sections: 1. "1. Select Your Exam Location" with a radio button selected for "Test Center". 2. "2. Select Your Exam Date Range" with a date range of "8/12/2023 - 8/31/2023" and a calendar icon. 3. "3. Search by Mileage Radius or Test Center" with two radio buttons: "Search a Test Center by Mileage Radius" (unselected) and "Search a Test Center by Code" (selected). Below this, there is a heading "Search for a Test Center Near You by Code" and a text input field labeled "Test Center Code" containing the text "INF". A blue "Search by Code" button is positioned below the input field. Below the search area, there is a grey bar with the text "EDUCATORS INC - RTS", "12 Commerce Avenue", a "GetDirections" link, and "Distance 99 miles". Below this bar, there is a text input field containing "10:00 AM". At the bottom right, there are two buttons: "Add Cart" and "Pay Now". Two orange arrows point to the "Search a Test Center by Code" radio button and the "Test Center Code" input field.

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# How to Schedule an Exam

## Step 5 – Enter Payment Information or Voucher in Shopping Cart

### STEP 4

#### OPTION#1: Pay by credit or debit card

1. Enter your credit or debit card information
2. Select the “Pay” button

The screenshot shows a web form titled "Payment" with a breadcrumb trail: Home / Exam Schedule / Register For Exam / Payment. The form has a "Payment" header with an upward arrow. Below it is a section for "Credits/Debit Cards" containing three input fields: "Enter Card Number", "Enter Card Name", and "YYYY/MM" (with "CVV" in a separate field to its right). At the bottom right of the form are "Cancel" and "Pay" buttons.

#### OPTION#2: Apply voucher

1. In the “Enter Promo Code” box, enter the voucher provided to you by your training program or sponsor
2. Select the “Apply Code” link
3. Select the “Schedule Now” button

**IMPORTANT:** Be sure that the exam(s) in your shopping cart match the voucher type

The screenshot shows a "Payment Summary" form. It lists items in a shopping cart: "Nurse Aide Written Exam" for \$0 and "E1 New Nursing Assistant" for a dash. Below this is a table with columns "ExamMode", "Exam Date", and "Exam Time", containing the values "Online", "05/31/2022", and "11:15 AM EST". A red-bordered box highlights the "Enter the promo code PA7B76FC7INI" field and the "Apply Code" link. At the bottom, the "Total" is \$0, and there is a "Schedule Now" button.