



Candidate Registration Quick Reference Guide



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How to Create a CNA365[®] Account

1

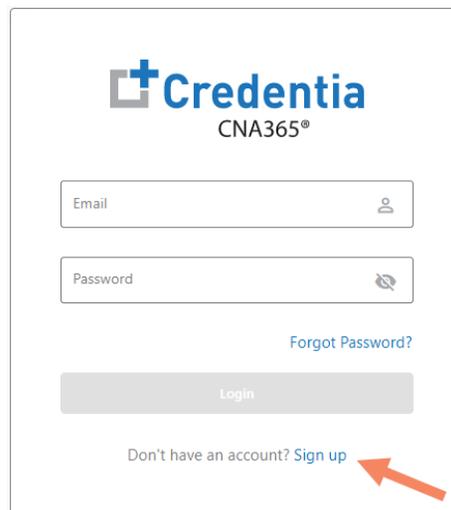
Click the “CNA365” button at the top of your state website page at www.credentia.com



2

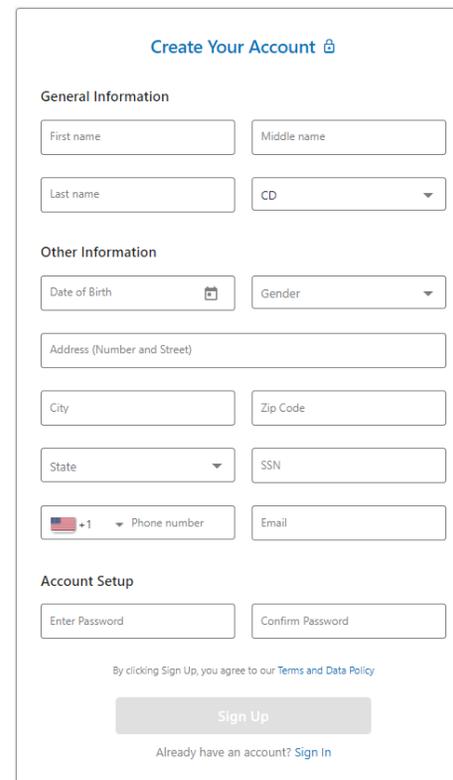
Select the “Sign Up” link on the CNA365[®] login page

! TIP: bookmark the CNA365[®] login page



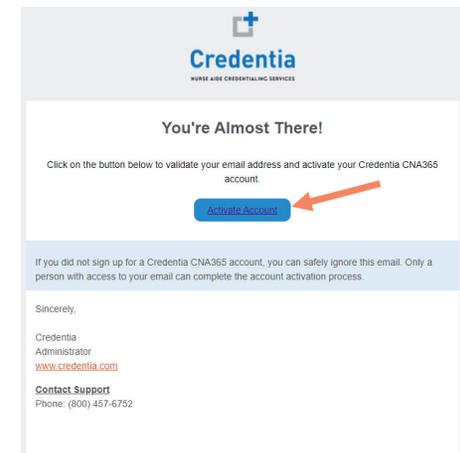
3

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

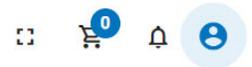


How to Submit a Testing Application

Step 1 – Start New Application

STEP 1

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



- Dashboard
 - Application
 - Exam Schedule
 - Grievance Form
 - Manage Profile
- Toggle Sidebar

Welcome, **Rita Heyward**

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]
```

[+ 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



Dashboard

- Application
- Exam Schedule
- Grievance Form
- Manage Profile

Select Application

Home / Application / Select Application

State

Alabama

Select Your Eligibility Route

- E1 Nursing Assistant – State Approved Training Program
- E2 NURSING ASSISTANT - SPONSOR – Trained at state approved long term care facility
- E3 Nursing Student or Graduate

Instructions :

Once submitted, your application will be reviewed by the state-approved training program where you completed training in Alabama. The training program will confirm your eligibility to register for the National Nurse Aide Assessment Program (NNAAP) examination. 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.

Nursing Assistant – State Approved Training Program -
For all applicants who have successfully completed an Alabama-approved nurse aide training program.

I have read the above definition of the Nursing Assistant – State Approved Training Program Eligibility Route and confirm that this is the correct Eligibility Route for me (check the box).

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

Credentia
CNA365*

Dashboard
Application
Exam Schedule
Grievance Form
Manage Profile

Application Form
Home / Application / Application Form

Alabama Nurse Aide Testing Application
Eligibility Route: Nursing Assistant ? State Approved Training Program

Section 1 Training Program Completion ⓘ

1. Training Program
Select your training program from the drop down list.
Training Program
alabama_tr

2. Course Completion Date ⓘ
Enter your training program completion date.
Select Date
3/1/2022

Section 2 Accommodations

Section 3 Registrant Certification

Application Progress

- Training Program Completion
- Accommodations
- Registrant Certification

Cancel Save as Draft Submit

Toggle Sidebar

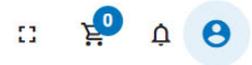
! TIP: save your application by selecting “Save as Draft” button in upper right-hand corner if you want to save and submit later

How to Submit a Testing Application

Step 4 – Submit Application

STEP 4

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



Application Form Cancel Save as Draft Submit

Home / Application / Application Form

Alabama Nurse Aide Testing Application

Eligibility Route: Nursing Assistant ? State Approved Training Program

Section 1 Training Program Completion ⓘ

Section 2 Accommodations

Section 3 Registrant Certification

I hereby certify that the information provided on this application form is true and accurate, and that I am the person whose name appears on the application form.

I agree to the above stated attestation

Application Progress

- Training Program Completion
- Accommodations
- Registrant Certification

Toggle Sidebar

How to Submit a Testing Application

Checking Your Application Status

The image shows two screenshots from the Credentia CNA365 website. The top screenshot shows the 'Application' page for an 'Alabama E1 Nursing Assistant - State Approved Training Program'. The current status is 'Pending' as of March 4th, 2022, at 8:29 AM. A 'Summary' button is visible at the bottom right of the application details. An orange callout bubble points to this button with the text: 'Click "Summary" button to see status of your'. A large black arrow points down from this screenshot to the second screenshot.

The second screenshot shows the 'Application Form' for the 'Alabama Nurse Aide Testing Application'. The eligibility route is 'Nursing Assistant ? State Approved Training Program'. The form is divided into sections. Section 1, 'Training Program Completion', includes two parts: '1. Training Program' with a dropdown menu set to 'alabama_tr', and '2. Course Completion Date' with a date field set to '3/1/2022'. On the right side of the form, there is an 'Application Progress' sidebar. It shows a vertical timeline with two steps: 'Candidate Submitted' (marked with a green checkmark) and 'Training Program Pending' (marked with an orange clock icon). An orange callout bubble points to this sidebar with the text: 'Detailed log of your application review process'.

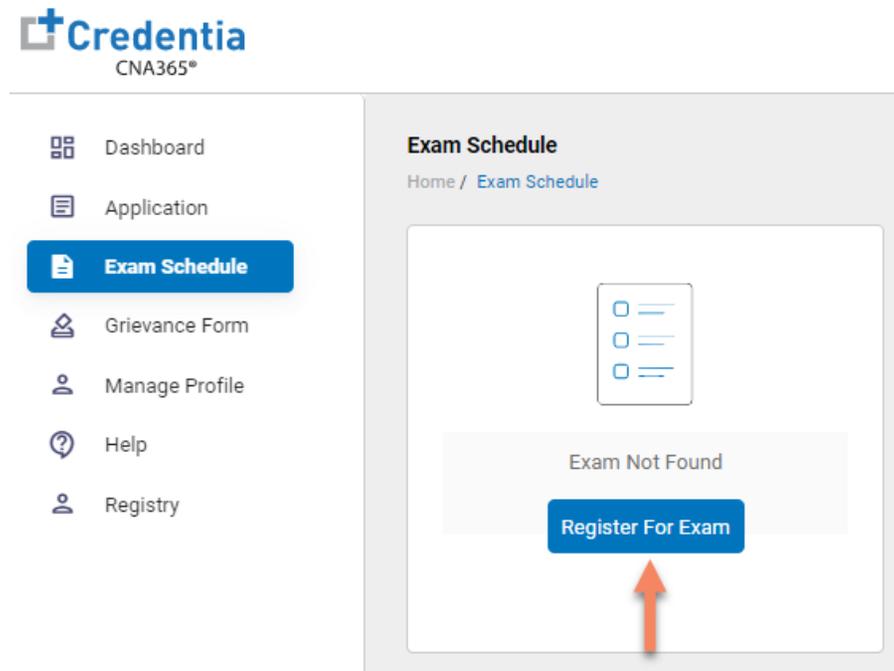
You will receive a CNA365® alert email once your application has been approved and you are able to register for exams

How to Schedule an Exam

Step 1 – Register for Exam

STEP 1

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



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

E0 – Nurse Aide Training Progra... ⓘ

Select Exam Type 

Nurse Aide Written Exam

Nurse Aide Oral English Exam

Nurse Aide Oral Spanish 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

The screenshot illustrates the exam scheduling process in two stages. The left stage shows the initial selection of exam type, time zone, and date. The right stage shows the selection of a time range and then a specific time slot, followed by the 'Add Cart' button.

Step 1: Select Your Exam Type. Radio buttons for Online and Test Center.

Step 2: Select Time Zone. Dropdown menu showing (UTC-07:00) Arizona.

Step 3: Select Date. Calendar for DEC 2021. A callout box notes: "Dates in bold have available exam times".

Step 4: Select Range. Radio buttons for 08 AM - 12 PM, 12 PM - 04 PM, and 04 PM - 08 PM.

Step 5: Available Slots. A row of time slots: 10:30, 11:00, 11:30, 10:00, 10:45, 11:15, 11:45, 10:15.

Step 6: Add Cart button.

How to Schedule an Exam

Step 4 – Schedule Test Center Exam

STEP 4

To schedule an exam at a test center:

1. Select Test Center
2. Select your preferred exam date range
3. If your training program provided you with a Test Center ID, select the “Find Test Center” option and enter your Test Center ID
4. Select the “Search” button to find available exam dates
5. 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

This screenshot shows the initial steps of the exam scheduling process. At the top, under "Select Your Exam Type", the "Test Center" radio button is selected. Below this, there are three input fields: "Select Time Zone" (set to "(UTC-06:00) Central ..."), "Select Date Range" (set to "1/4/2 - 1/13/2"), and "Find Test Center" (with a search icon). A blue "Search" button is positioned below these fields. Below the search button, three date options are displayed: "25. Dec, Sat", "27. Dec, Mon", and "06. Jan, Thu". A "Help" link is visible in the bottom right corner.



This screenshot shows the results of the search. The "Test Center" radio button remains selected. The "Search" button is now highlighted. Below it, three date options are displayed: "25. Dec, Sat", "27. Dec, Mon", and "06. Jan, Thu". Below these dates, a test center entry is shown: "International Council on Education (ICE)" at "3508 Lauren St, Copperas Cove", which is "3 Km away". Below the test center entry, three "10:24 AM" time slots are displayed. At the bottom right, there are two buttons: "Add Cart" and "Pay Now".

How to Schedule an Exam

Step 5 – Enter Payment Information in Shopping Cart

STEP 5

Select payment method:

1. If you have a voucher, enter the voucher code and click the “Apply Code” link (if your training program assigned a code to your account previously it will appear automatically)
2. If you are paying with a credit/debit card, enter you card information
3. Select “Save Card”

Payment

Home / Exam Schedule / Register For Exam / Payment

Saved Cards 2

Add Card

Credits/Debit Cards

Enter Card Number

Enter Card Name

YYYY/MM CVV

3

Payment Summary

Nurse Aide Written Exam \$55

E1 Nursing Assistant – State Approved Training Program

ExamMode	Exam Date	Exam Time
Online	03/23/2022	7:00 AM CST

Enter the promo code 1

How to Schedule an Exam

Step 6 – Make Payment

STEP 6

If you are paying for your exam(s) by credit/debit card, in the shopping cart checkout:

1. Select the saved card you want to use for payment
2. Enter the CVV code for security purposes
3. Select the “Pay” button

Payment

Home / Exam Schedule / Register For Exam / Payment

Saved Cards

	Name on card	Expires on
<input checked="" type="radio"/> xxxx xxxx xxxx 1111 visa	Phani Varma	10/2026

Enter CVV(?):

CVV

Payment Summary

Nurse Aide Written Exam \$55

E1 Nursing Assistant – State Approved Training Program

ExamMode	Exam Date	Exam Time
Online	03/23/2022	7:00 AM CST

Enter the promo code

Add Card

You will receive a CNA365® alert email with a confirmation/receipt of your scheduled exam(s)