Credentia
CNA365®

Northern California Candidate Registration Quick Reference Guide
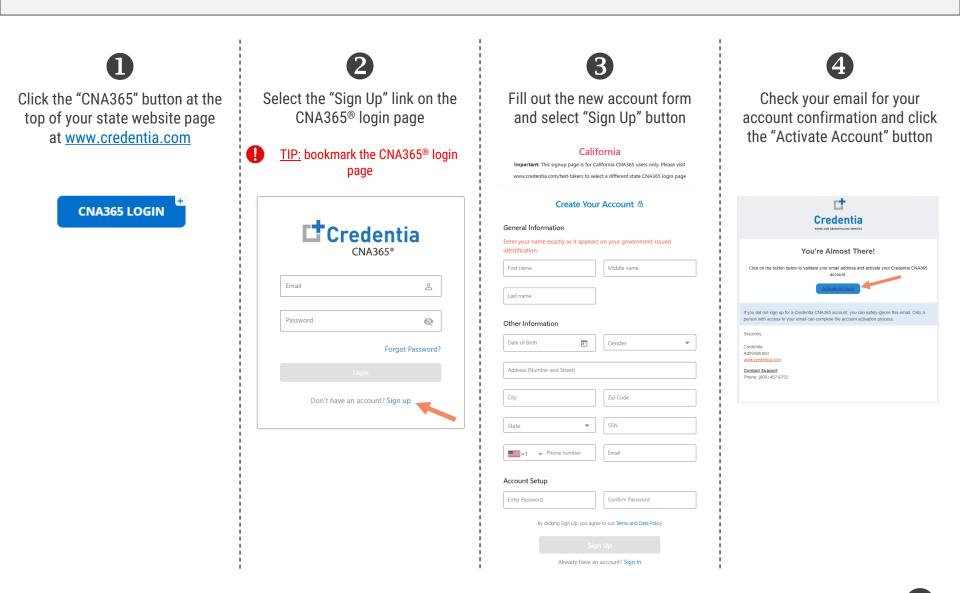
Contents

Version 1.0

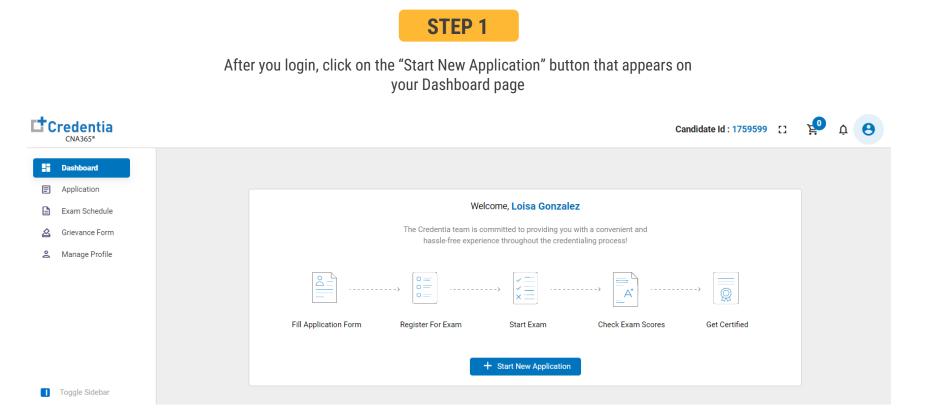# How to Create a CNA365® Account

❶

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

CNA365 LOGIN ⁺

❷

Select the "Sign Up" link on the CNA365® login page

⚠ <u>TIP:</u> bookmark the CNA365® login page

⊡⁺ Credentia
CNA365®

Email 👤

Password 👁̸

Forgot Password?

Login

Don't have an account? Sign up

❸

Fill out the new account form and select "Sign Up" button

California

Important: This signup page is for California CNA365 users only. Please visit www.credentia.com/test-takers to select a different state CNA365 login page

Create Your Account 🔒

General Information

Enter your name exactly as it appears on your government-issued identification.

First name | Middle name

Last name

Other Information

Date of Birth | Gender

Address (Number and Street)

City | Zip Code

State | SSN

+1 Phone number | Email

Account Setup

Enter Password | Confirm Password

By clicking Sign Up, you agree to our Terms and Data Policy

Sign Up

Already have an account? Sign In

❹

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

⊡⁺ Credentia
NURSE AIDE CREDENTIALING SERVICES

You're Almost There!

Click on the button below to validate your email address and activate your Credentia CNA365 account.

Activate Account

If you did not sign up for a Credentia CNA365 account, you can safely ignore this email. Only a person with access to your email can complete the account activation process.

Sincerely,

Credentia Administrator
www.credentia.com

Contact Support
Phone: (800) 457-6752

STEP 1

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

How to Submit a Testing Application
Step 2 – Select Your Eligibility Route

STEP 2
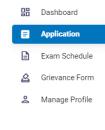
1. Select your eligibility route
2. Confirm your eligibility route by checking the box
3. Select the "Start" button

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
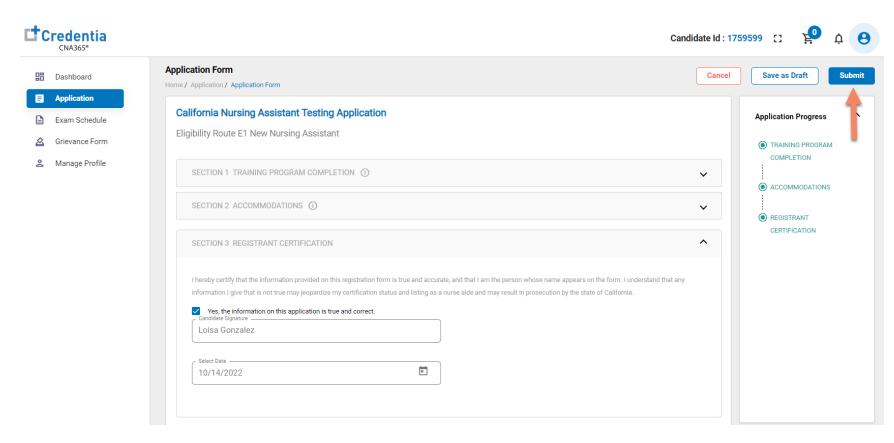

TIP: save your application by selecting "Save as Draft" button in upper right-hand corner if you want to save and submit later

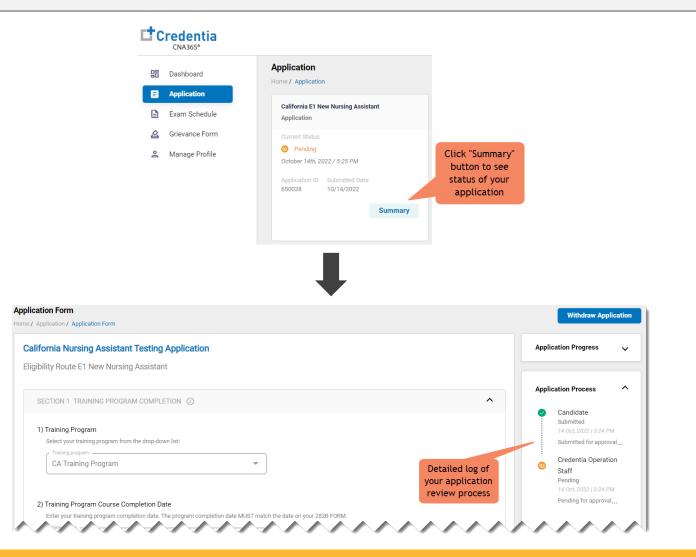# How to Submit a Testing Application
Step 4 – Submit Application

STEP 4

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

How to Submit a Testing Application
Checking Your Application Status

Credentia
CNA365®

Dashboard
Application
Exam Schedule
Grievance Form
Manage Profile

Application
Home / Application

California E1 New Nursing Assistant Application

Current Status
Pending
October 14th, 2022 / 5:25 PM

Application ID
650028

Submitted Date
10/14/2022

Summary

Click "Summary" button to see status of your application

Application Form
Home / Application / Application Form

Withdraw Application

California Nursing Assistant Testing Application

Eligibility Route E1 New Nursing Assistant

SECTION 1 TRAINING PROGRAM COMPLETION

1) Training Program
Select your training program from the drop-down list:

Training program
CA Training Program

2) Training Program Course Completion Date
Enter your training program completion date. The program completion date MUST match the date on your 282B FORM.

Application Progress

Application Process

Candidate
Submitted
14 Oct, 2022 | 5:24 PM
Submitted for approval...

Credentia Operation Staff
Pending
14 Oct, 2022 | 5:24 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 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

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 4 – Schedule Test Center Exam

STEP 3

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

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
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

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

Payment

Home / Exam Schedule / Register For Exam / Payment

Payment

Credits/Debit Cards

Enter Card Number

Enter Card Name

YYYY/MM   CVV

Cancel   Pay

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

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

Payment Summary

Nurse Aide Written Exam $0 🗑
E1 New Nursing Assistant

ExamMode   Exam Date   Exam Time
Online   05/31/2022   11:15 AM EST

Enter the promo code PA7B76FC7INI   Apply Code

Total $0

Schedule Now