

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



Candidate Id : 1921751



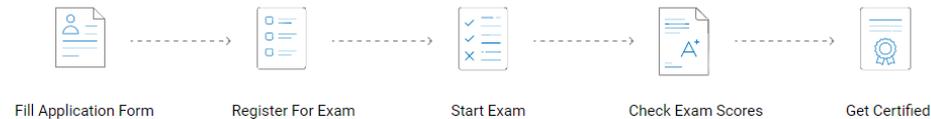
Dashboard

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

Toggle Sidebar

Welcome, **Lisa Welker**

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



+ Start New Application

How to Submit a Testing Application

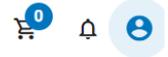
Step 2 – Select Your Eligibility Route

STEP 2

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



Candidate Id : 1921751



Dashboard

Application

Exam Schedule

Grievance Form

Excused Absence

Manage Profile

Registry

Toggle Sidebar

Select Application

Home / Application / Select Application

State

Nevada

Select Your Eligibility Route

E1 New Nurse Aide

E2 Equivalency Training – Fundamentals of Nursing and Military Training

E3 Equivalency Training – Out of State Training

E4 Reentry Into Workforce

E5 Closed Nevada CNA Training Program

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 assistant 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 Credentia and/or the state or training program 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. Applicants must apply with the Nevada Board AND pass both exams within one year from the date their training program is completed. If an applicant fails to apply with the Board or pass both exams within one year they will NOT be eligible for certification and must retrain. Applications will be reviewed and approved by your Training Program.

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:

: DO NOT COMPLETE THIS FORM if you have taken fundamentals of nursing or military Training (E2); applying from an out of state training program (E3); looking to gain entry back into the workforce (E4); or attended a closed NV CNA training program (E5).

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

Application Form Cancel Save as Draft Submit

Home / Application / Application Form

Nevada Nurse Aide Testing Application

Eligibility Route E1 New Nurse Aide

SECTION 1 TRAINING PROGRAM COMPLETION

1) Training Program

Select your training program from the drop-down list

Please select a training program

NevadaProgram - Nevada Nevada Nevada 567896

2) Training Program Course Completion Date

Enter your training program completion date

Select Date

12/08/2022

SECTION 2 ACCOMMODATIONS ⓘ

SECTION 3 REGISTRANT CERTIFICATION

Application Progress

- TRAINING PROGRAM COMPLETION
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

Click each section to complete application

Section name turns green after completion

! 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

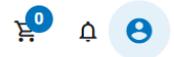
Step 4 – Submit Application

STEP 4

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



Candidate Id : 1921751



Dashboard

Application

Exam Schedule

Grievance Form

Excused Absence

Manage Profile

Registry

Application Form

Home / Application / Application Form

Cancel Save as Draft **Submit**

Nevada Nurse Aide Testing Application

Eligibility Route E1 New Nurse Aide

SECTION 1 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 Nevada.

Yes, the information on this application is true and correct

Candidate Signature

Lisa Welker

Date

12/16/2022

Application Progress

- 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
- Registry

Application

Home / Application

Nevada E1 New Nurse Aide Application

Current Status

Pending

December 16th, 2022 / 8:53 AM

Application ID	Submitted Date
922270	12/16/2022

Summary

Click "Summary" button to see status of your application



Application Form

Home / Application / Application Form

Withdraw Application

Nevada Nurse Aide Testing Application

Eligibility Route E1 New Nurse Aide

SECTION 1 TRAINING PROGRAM COMPLETION

1) Training Program

Select your training program from the drop-down list

Please select a training program

NevadaProgram - Nevada Nevada Nevada 567896

2) Training Program Course Completion Date

Enter your training program completion date

Application Progress

Application Process

- ✓ Candidate Submitted
16 Dec, 2022 | 8:52 AM
Submitted for approval...
- ⌚ Training Program Pending
16 Dec, 2022 | 8:52 AM
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



A screenshot of the Credentia CNA365 user interface. On the left is a navigation menu with icons and text for: Dashboard, Application, Exam Schedule (highlighted in blue), Grievance Form, Excused Absence, Manage Profile, and Registry. The main content area is titled "Exam Schedule" and contains a white box with three unchecked checkboxes. Below this is a grey message box that says "Your application is approved and you may now register for the exam". At the bottom of the message box is a blue button labeled "Register For Exam". A red arrow points upwards from the bottom of the page towards 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 Nurse Aide



Select Exam Type

Nurse Aide Written Exam

Nurse Aide Oral 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: 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

1. Select Your Exam Location

Test Center

2. Select Your Exam Date Range

Select Your Exam Date Range

5/24/2022 — 6/23/2022

3. Search by Mileage Radius or Test Center

Search a Test Center by Mileage Radius Search a Test Center by Code or Name

Search for Test Center Near You by Mileage Radius

Your Address Mileage Radius

[Search by Radius](#)

06-01-2022

EDUCATORS INC - RTS 12 Commerce Avenue [GetDirections](#) Distance 99 miles

10:00 AM

[Add Cart](#) [Pay Now](#)

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

1. Select Your Exam Location

Test Center

2. Select Your Exam Date Range

Select Your Exam Date Range

5/24/2022 — 6/23/2022

3. Search by Mileage Radius or Test Center

Search a Test Center by Mileage Radius Search a Test Center by Code or Name

Search for a Test Center Near You by Code and Name

Test Center ID Test Center Name

[Search by Code or Name](#)

06-01-2022

EDUCATORS INC - RTS 12 Commerce Avenue [GetDirections](#) Distance 99 miles

10:00 AM

[Add Cart](#) [Pay Now](#)

How to Schedule an Exam

Step 5 – Enter Payment Information or Voucher in Shopping Cart

STEP 5

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 section for "Credits/Debit Cards" with the following fields: "Enter Card Number", "Enter Card Name", "YYYY/MM", and "CVV". 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 the exam as "Nurse Aide Written Exam" with a price of "\$0". Below this, it specifies "E6A – Temporary Nurse Aide - Examination". A table provides exam details:

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

Below the table is a red-bordered box containing the text "Enter the promo code PA7B76FC7INI" and an "Apply Code" link. At the bottom of the form, the "Total" is listed as "\$0" and a "Schedule Now" button is visible.