



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

Pennsylvania

Important: This signup page is for Pennsylvania 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
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By clicking Sign Up, you agree to our [Terms and Data Policy](#)

Sign Up

Already have an account? [Sign In](#)

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

The screenshot displays the Credentia CNA365 dashboard. On the left is a sidebar with a 'Dashboard' button and menu items: Application, Exam Schedule, Grievance Form, Manage Profile, Help, Registry, and a Toggle Sidebar button. The main content area features a welcome message for 'Diana Wells' and a five-step process flow: Fill Application Form, Register For Exam, Start Exam, Check Exam Scores, and Get Certified. A blue button labeled '+ Start New Application' is positioned below the flow.

Credentia
CNA365®

Application
Exam Schedule
Grievance Form
Manage Profile
Help
Registry
Toggle Sidebar

Welcome, **Diana Wells**

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

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

+ Start New Application

How to Submit a Testing Application

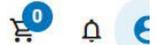
Step 2 – Select Your Eligibility Route

STEP 2

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



Candidate Id : 1709939



Dashboard

Application

Exam Schedule

Grievance Form

Manage Profile

Registry

Toggle Sidebar

Select Application

Home / Application / Select Application

State

Pennsylvania

Select Your Eligibility Route

E0 – Nurse Aide Training Program Completion

E3 – Pennsylvania Nurse Aide Registration Has Lapsed

E4 – Other State Nurse Aide Registration Has Lapsed

E6A – Temporary Nurse Aide - Examination

Instructions :

You are responsible for completing this form if you wish to apply for the Pennsylvania Temporary Nurse Aide - Examination registry option. This is a one-time opportunity to pass the test. You may receive assistance from your employer to complete this form. The personal information used on this form and from your enrollment information, entered and verified during the online enrollment process, 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 Credentia and/or the state 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.

E6A – Temporary Nurse Aide - Examination -

For all applicants who have successfully completed a Pennsylvania State-Approved Nurse Aide Training Program within the last twenty-four (24) months.

I have read the above definition of the E6A Eligibility Route and confirm that this is the correct Eligibility Route for me (check the box).

Important:

If you wish to be enrolled in the Pennsylvania Nurse Aide Registry because you are listed on another state's nurse aide registry as active and in good standing - DO NOT COMPLETE THIS FORM.

3

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

Manage Profile

Help

Registry

Application Form

Home / Application / Application Form

Cancel **Save as Draft** **Submit**

Pennsylvania Nurse Aide Testing Application

Eligibility Route: E0 Nurse Aide Training Program Completion

Section 1 Training Program Completion ⓘ

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

Training Program
Test Institute

2. Course Completion Date ⓘ
Enter your training program completion date.

Select Date
11/22/2021

Section 2 Screening Questions ⓘ

Section 3 Accommodations ⓘ

Section 4 Registrant Certification

Application Progress

- Training Program Completion
- Screening Questions
- Accommodations
- Registrant Certification

Section name turns green after completion

Click each section to complete application

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

Manage Profile

Help

Registry

Application Form

Home / Application / Application Form

[Cancel](#) [Save as Draft](#) [Submit](#)

Pennsylvania Nurse Aide Testing Application

Eligibility Route: E0 Nurse Aide Training Program Completion

Section 1 Training Program Completion ⓘ

Section 2 Screening Questions ⓘ

Section 3 Accommodations ⓘ

Section 4 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 Pennsylvania.

Yes, the information on this application is true and correct.

Candidate Signature
Tina Jones

Select Date
11/26/2021

Application Progress

- Training Program Completion
- Screening Questions
- Accommodations

How to Submit a Testing Application

Checking Your Application Status

The image shows two screenshots of the Credentia CNA365 application status page. The top screenshot shows the 'Application' page with a 'Summary' button. The bottom screenshot shows the 'Application Summary' page with a detailed log of the application review process.

Credentia CNA365

Dashboard
Application
Exam Schedule
Grievance Form
Manage Profile
Help
Registry

Application
Home / Application

Pennsylvania E0 – Nurse Aide Training Program Completion Application

Current Status
Pending
26th November, 2021 / 8:31 PM

Application ID	Submitted Date
646	26/11/2021

Summary

Click "Summary" button to see status of your application

Application
Home / Application / Application-Summary

Pennsylvania Nurse Aide Testing Application
Eligibility Route: E0 Nurse Aide Training Program Completion

Section 1 Training Program Completion ⓘ
Section 2 Screening Questions ⓘ
Section 3 Accommodations ⓘ
Section 4 Registrant Certification ⓘ

Application Process

- ✓ Candidate Submitted
26th November, 2021 / 8:31 PM
Submitted for approval
- ✗ TrainingInstitute Pending
26th November, 2021 / 8:31 PM
Pending for approval

Detailed log of your application review process

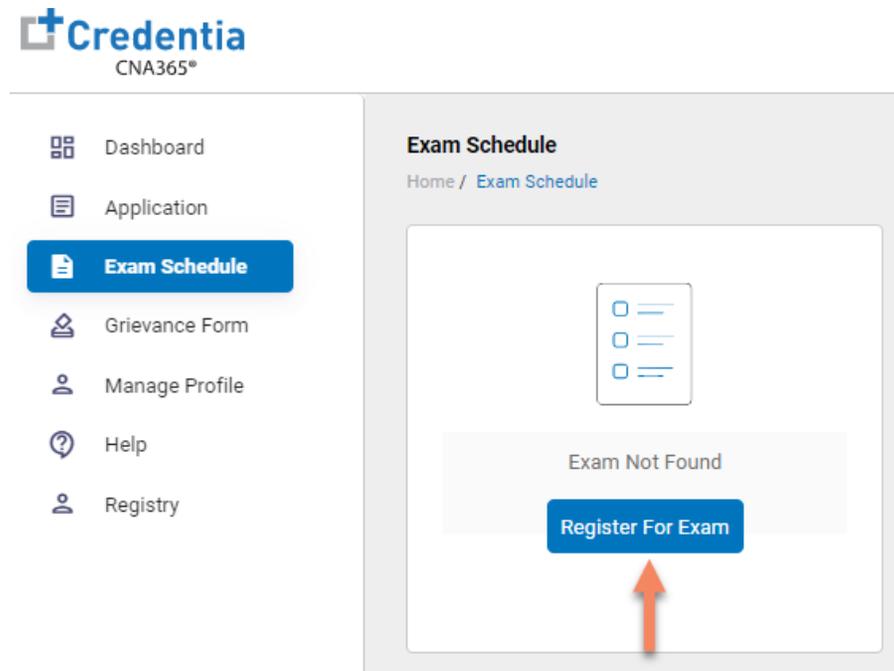
You will receive a CNA365® alert email once your application has been approved and you are able to register for exams

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



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



Three radio button options for selecting an exam type, each with a label to its right.

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 a specific time slot, followed by the 'Add Cart' button.

Step 1: Select Your Exam Type. The 'Online' radio button is selected.

Step 2: Select Time Zone. The dropdown menu shows '(UTC-07:00) Arizona'.

Step 3: Select Date. A calendar for December 2021 is shown. The date 31 is selected. A note indicates: 'Dates in bold have available exam times'. The date 31 is bolded.

Step 4: Select Range. Three time range options are shown: '08 AM - 12 PM' (selected), '12 PM - 04 PM', and '04 PM - 08 PM'.

Step 5: Available Slots. A row of time slots is shown: 10:30, 11:00, 11:30, 10:00, 10:45, 11:15, 11:45, 10:15. The 10:30 slot is highlighted.

Step 6: Add Cart. The 'Add Cart' button is highlighted.

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

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**

How to Schedule an Exam

Step 4 – Schedule Test Center Exam

STEP 4 – Option #2

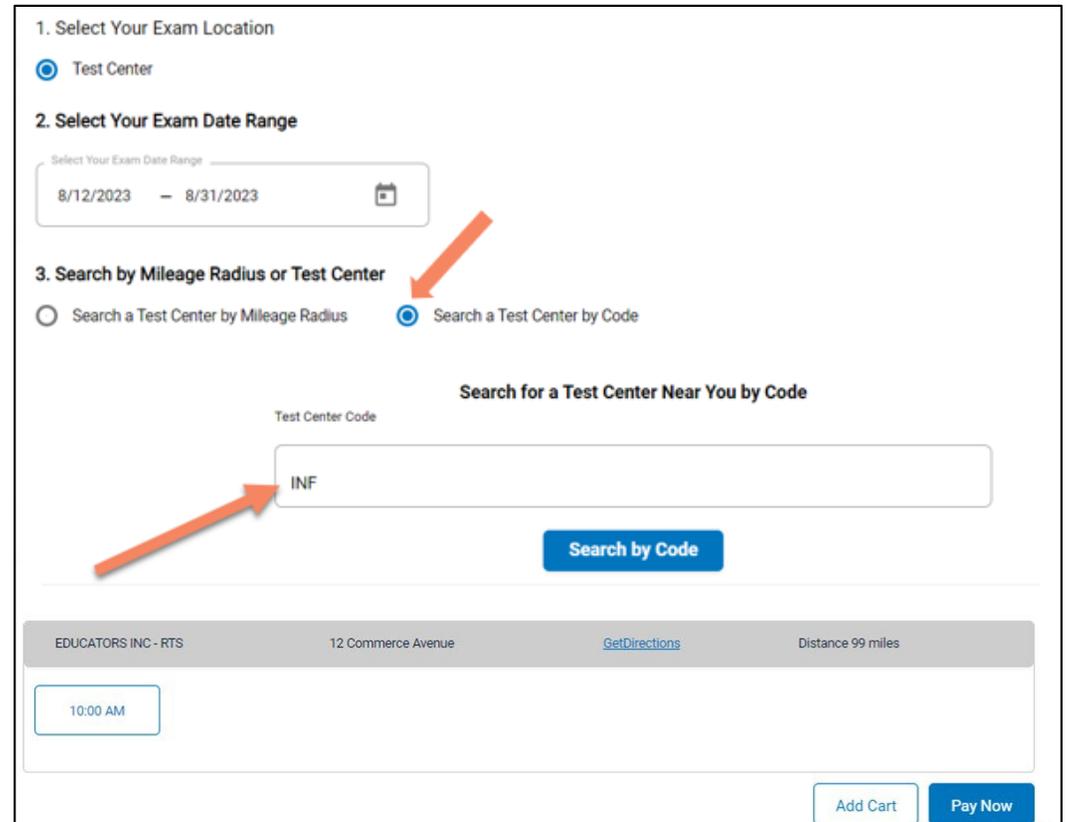
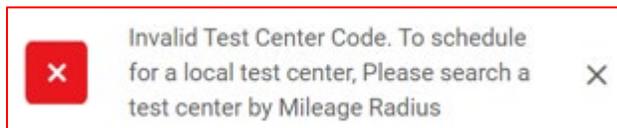
OPTION #2: Search by Test Center Code

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



1. Select Your Exam Location
 Test Center

2. Select Your Exam Date Range
Select Your Exam Date Range
8/12/2023 – 8/31/2023

3. Search by Mileage Radius or Test Center
 Search a Test Center by Mileage Radius Search a Test Center by Code

Search for a Test Center Near You by Code

Test Center Code
INF

Search by Code

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 is titled "Payment" and has a sub-section "Credits/Debit Cards". It contains four input fields: "Enter Card Number", "Enter Card Name", "YYYY/MM", and "CVV". At the bottom right, there are two buttons: "Cancel" and "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

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" and a trash icon. Below this, it shows "E6A – Temporary Nurse Aide - Examination". A table displays exam details:

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

Below the table, there is a red-bordered box containing the text "Enter the promo code PA7B76FC7INI" and a blue "Apply Code" link. At the bottom, the "Total" is "\$0" and there is a blue "Schedule Now" button.