



## How to Submit a Reciprocity Application



# How to Submit a Reciprocity Application

## Step 1 – Select Reciprocity Request Button

### STEP 1

Select “Reciprocity Request” button on the Registry page



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

**Registry**

#### Registration

Home / Registration

Registration

Requests

Reciprocity Request



# How to Submit a Reciprocity Application

## Step 2 – Complete Reciprocity Application

### STEP 2

Click on each section to enter the required information and upload current license from home state

**Certificate Reciprocity Form** Cancel Save as Draft Add to Cart

Home / Registration / Reciprocity Form

### Mississippi Reciprocity Form

Mississippi Reciprocity Application

SECTION 1 NURSE AIDE CERTIFICATE INFORMATION

a) State in which you are currently certified:

please select state  
Arizona

b) Certification Number:

Certification Number  
AZ475654

c) Certificate Issue Date:

Select Date  
3/1/2022

d) Please upload a copy of your current License from home state:

Upload

test upload.pdf X

e) Were you ever certified as a nurse aide on the Mississippi registry?

Yes  NO

**Application Progress**

- NURSE AIDE CERTIFICATE INFORMATION
- EMPLOYMENT VERIFICATION
- APPLICATION AFFADAVIT

Click each section to complete application

Section name turns green after completion

# How to Submit a Reciprocity Application

## Step 3 – Add Application to Cart

### STEP 3

When you have completed all sections, click on the “Add to Cart” button and the click “Proceed to Pay” button

#### Certificate Reciprocity Form

Home / Registration / Reciprocity Form

[Cancel](#) [Save as Draft](#) [Add to Cart](#)

### Mississippi Reciprocity Form

Mississippi Reciprocity Application

SECTION 1 NURSE AIDE CERTIFICATE INFORMATION

SECTION 2 EMPLOYMENT VERIFICATION

SECTION 3 APPLICATION AFFADAVIT

I understand that I am responsible for making sure that all information provided in this application is completely true and correct. I understand that any information I give that is not true may jeopardize my certification status as a nurse aide, and I could be prosecuted by the state of Mississippi.

I agree to the above stated affidavit .

#### Application Progress

- NURSE AIDE CERTIFICATE INFORMATION
- EMPLOYMENT VERIFICATION
- APPLICATION AFFADAVIT

# How to Submit a Reciprocity Application

## Step 4 – Enter Payment Information in Shopping Cart

### STEP 4

#### Select payment method:

1. If you have a voucher, enter the voucher code and click the “Apply Code” link
2. Enter your card information
3. Select “Save Card” button

### Payment

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

Saved Cards ▼

**Add Card** ▲

Credits/Debit Cards

Enter Card Number

Enter Card Name

YYYY/MM  CVV

#### Payment Summary

|                 |            |           |
|-----------------|------------|-----------|
| Reciprocity Fee |            | \$26      |
| ExamMode        | Exam Date  | Exam Time |
|                 | 12/31/0000 | 11:59 PM  |

Enter the promo code Apply Code

# How to Submit a Reciprocity Application

## Step 5 – Make Payment

### STEP 5

#### 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  2 Pay Delete

Add Card 3 v

**Payment Summary**

|                        |            |           |
|------------------------|------------|-----------|
| <b>Reciprocity Fee</b> | \$26       |           |
| ExamMode               | Exam Date  | Exam Time |
|                        | 12/31/0000 | 11:59 PM  |

Enter the promo code Apply Code

# How to Submit a Reciprocity Application

## Checking Your Application Status

**Credentia**  
CNA365®

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

**Registration**  
Home / Registration

Registration    **Requests**

**Registration Reciprocity**  
Registration No:  
Current Status  
**Pending**  
20th December, 2021 / 10:23 PM

[View Form](#)

Click "View Form" button to see status of your application

**Certificate Reciprocity Form**  
Home / Registration / Reciprocity Form

**Mississippi Reciprocity Form**  
Mississippi Reciprocity Application

SECTION 1 NURSE AIDE CERTIFICATE INFORMATION

a) State in which you are currently certified:  
please select state  
Arizona

b) Certification Number:  
Certification Number  
AZ475654

c) Certificate Issue Date:  
Select...

**Application Progress**

**Certificate Reciprocity Process**

- Candidate Drafted**  
12 Mar, 2022 | 3:29 PM  
Drafted
- Candidate Submitted**  
12 Mar, 2022 | 3:35 PM  
Submitted for approval...
- Credentia Operation Staff Pending**  
12 Mar, 2022 | 3:35 PM  
Pending for approval...

Detailed log of your application review process

You will receive a CNA365® alert email once your reciprocity application has been approved