Credentia
CNA365®

Training Program Quick Reference Guide

Contents

Version 1.0

How to Purchase Test Vouchers
Step 1 – Select Buy New Voucher

STEP 1

Select "Voucher" on the navigation menu and the select the "Buy New Voucher" button

Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
Nurse Aide Skills Exam	NA-PR-PPD	$110	4	0	⬇
Nurse Aide Written Exam	NA-WR-PPD	$55	4	0	⬇
Nurse Aide Oral Exam	NA-OR-PPD	$55	1	0	⬇
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD	$165	2	0	⬇
Nurse Aide Oral Exam AND Skills Exam	NA-OR/PR-PPD	$165	0	0	⬇

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How to Purchase Test Vouchers
Step 2 – Specify Voucher Quantities

STEP 2

Specify the quantity desired for each voucher type and select the "Add to Cart" button

Voucher Name	Voucher Price	
Nurse Aide Skills Exam	$110	- 0 +
Nurse Aide Written Exam	$55	- 0 +
Nurse Aide Oral Exam	$55	- 0 +
Nurse Aide Written Exam AND Skills Exam	$165	- 0 +
Nurse Aide Oral Exam AND Skills Exam	$165	- 0 +

Add to Cart

How to Purchase Test Vouchers
Step 3 – Enter Payment Information in Shopping Cart

STEP 3

Select payment method:

1. Add credit/debit card information and save card to your account by selecting "Save Card" button
2. Or select ACH payment option and enter your banking account information

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Payment

Home / Voucher / Buy New Voucher / Payment

Saved Cards	∨

Payment Method ∧

Credit/Debit Card

Enter Card Number

Enter Card Name

YYYY-MM	CVV

Cancel   Save Card

ACH ∨

Payment Summary

Nurse Aide Written Exam AND Skills Exam	$330 🗑 ✏
QTY	*	Price
2		165

Total   **$330**

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How to Purchase Test Vouchers
Step 4 – Make Payment

STEP 4

If paying by credit/debit card, select the card you entered from your "Saved Cards" button, enter the CVV code, and select the "Pay" button

Payment

Home / Voucher / Buy New Voucher / Payment

Saved Cards

	Name on card	Exapires on
⊙ xxxx xxxx xxxx 1111 visa	**Phani Varma**	**10/2026**

Enter CVV(?): [CVV] [Pay] [Delete]

Payment Method

ACH

Payment Summary

Nurse Aide Written Exam AND Skills Exam		$330 🗑 ✏
QTY	*	Price
2		165

Total — $330

How to Manage Test Vouchers
Assigning Vouchers to Candidates in CNA365®

VOUCHER LIST PAGE – "AVAILABLE" VOUCHERS

➢ Click on a voucher type on the voucher summary page to access the voucher detail page

❶ Select the "Available" voucher list

❷ Click the "Add Candidate" link for the voucher you would like to assign

❸ Start typing the candidate name in the search box

❹ Click on the desired candidate name from your search results

❺ Click the "Assign" link next to the candidate name

Voucher

Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD		3

Voucher List ❶

Available	All	Used	Expired	Assigned

Voucher Code	Expiration Date	Candidate Name	Voucher Status	Action
PA6CA7B3B5Z0	Dec 4, 2022, 1:54:24 PM	Lisa Simpson	Assigned	⬇
PA5AZ0D4Z2D9	Dec 4, 2022, 1:54:24 PM	Patty Smith	Assigned	⬇
PA6GDDCG86C8	Dec 4, 2022, 1:54:24 PM	+Add Candidate ❷	Available	⬇

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VOUCHER ASSIGNMENT

❸ Search 🔍

Candidate Name	Course Completion Date
Ross Gellar ❹	Nov 26, 2021, 12:30:00 PM
Monica Geller	Nov 26, 2021, 4:55:00 PM
Pheoby Buffey	Nov 26, 2021, 4:58:00 PM

×

Candidate Name	
Ross Gellar	Assign ❺

How to Manage Test Vouchers
Distributing Vouchers to Candidates OUTSIDE of CNA365®

VOUCHER SUMMARY PAGE

> ➤ The voucher summary page displays the number of vouchers purchased and the number of vouchers used by type

> ➤ Select the download icon for the desired voucher type to download an EXCEL file of purchased vouchers

> ➤ For each voucher, download file includes voucher number, expiration date, and status (available, used, or expired)

> ➤ Instruct your candidates to use the voucher code you provide to them when scheduling an exam (applied at shopping cart checkout)

Voucher

Home / Voucher

[+ Buy New Voucher]

Search

Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
Nurse Aide Skills Exam	NA-PR-PPD	$110	4	0	⬇
Nurse Aide Written Exam	NA-WR-PPD	$55	4		⬇
Nurse Aide Oral Exam	NA-OR-PPD	$55	1	0	⬇
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD	$165	2	0	⬇
Nurse Aide Oral Exam AND Skills Exam	NA-OR/PR-PPD	$165	0	0	⬇

Download vouchers to EXCEL file

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EXCEL VOUCHER DOWNLOAD FILE

	A	B	C
1	VoucherCode	Expiration Date	VoucherStatus
2	PA8DDA8VBEMF	12/09/2022	Available
3	PANN37EF97D4	12/09/2022	Available
4	PAF4CD1FE8Q6	12/09/2022	Available

How to Manage Test Vouchers
Voucher List Page – "Available" Vouchers

VOUCHER LIST PAGE – "AVAILABLE" VOUCHERS

➢ Click on a voucher type on the voucher summary page to access the voucher detail page

➢ For the "Available" voucher list, the following is displayed for each voucher:

- Voucher code
- Expiration date
- Candidate name (if assigned)

➢ Select the download icon for the desired voucher to download an EXCEL file

➢ Instruct candidates to use the voucher code you provide to them when scheduling an exam (applied at shopping cart checkout)

Voucher

Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD		3

Voucher List

Available	All	Used	Expired	Assigned

Voucher Code	Expiration Date	Candidate Name	Voucher Status	Action
PA6CA7B3B5Z0	Dec 4, 2022, 1:54:24 PM	Lisa Simpson	Assigned	⬇
PA5AZ0D4Z2D9	Dec 4, 2022, 1:54:24 PM	Patty Smith	Assigned	⬇ Download voucher to EXCEL file
PA6GDDCG86C8	Dec 4, 2022, 1:54:24 PM	+Add Candidate	Available	⬇

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EXCEL VOUCHER DOWNLOAD FILE

	A	B
1	VoucherCode	Expiration Date
2	PA8DDA8VBEMF	12/09/2022

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How to Manage Test Vouchers
Voucher List Page – "All" Vouchers

VOUCHER LIST PAGE – "ALL" VOUCHERS

➢ Click on a voucher type on the voucher summary page to access the voucher detail page

➢ For the "All" voucher list, the following is displayed for each voucher:

- Voucher code

- Expiration date

- Candidate name (if assigned or used)

- Status (available, assigned, used, or expired)

Voucher

Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Skills Exam	NA-PR-PPD		3

Voucher List

Available	**All**	Used	Expired	Assigned

Item Code	Expiration Date	Candidate Name	Voucher Status
PA4EA1T9T6QT	Dec 20, 2022, 2:34:51 PM	ROSS GELLER	Used
PAB3E6F34CHH	Dec 20, 2022, 6:42:27 PM	+Add Candidate	Available
PAD0S15F6SU1	Dec 20, 2022, 6:42:27 PM	+Add Candidate	Available
PA38D0U1C1IU	Dec 20, 2022, 6:42:27 PM	+Add Candidate	Available

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How to Manage Test Vouchers
Voucher List Page – "Used" Vouchers

VOUCHER LIST PAGE – "USED" VOUCHERS

➤ Click on a voucher type on the voucher summary page to access the voucher detail page

➤ For the "Used" voucher list, the following is displayed for each voucher:

- Voucher code

- Expiration date

- Candidate name

- Date Used

Voucher

Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Skills Exam	NA-PR-PPD		3

Voucher List

Available	All	Used	Expired	Assigned

Item Code	Candidate Name	Used Date	Voucher Status
PA4EA1T9T6QT	ROSS GELLER	Dec 20, 2021, 2:36:21 PM	Used

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How to Manage Test Vouchers
Voucher List Page – "Expired" Vouchers

VOUCHER LIST PAGE – "EXPIRED" VOUCHERS

➢ Click on a voucher type on the voucher summary page to access the voucher detail page

➢ For the "Expired" voucher list, the following is displayed for each voucher:

- Voucher code
- Expiration date
- Candidate name (if assigned)

Voucher

Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD		3

Voucher List

Available	All	Used	Expired	Assigned

Voucher Code	Expiration Date	Candidate Name	Voucher Status

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How to Manage Test Vouchers
Voucher List Page – "Assigned" Vouchers

VOUCHER LIST PAGE – "ASSIGNED" VOUCHERS

➤ Click on a voucher type on the voucher summary page to access the voucher detail page

➤ For the "Assigned" voucher list, the following is displayed for each voucher:

- Voucher code
- Expiration date
- Candidate name

Voucher

Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD		3

Voucher List

Available	All	Used	Expired	Assigned

Voucher Code	Expiration Date	Candidate Name	Voucher Status
PA6CA7B3B5Z0	Dec 4, 2022, 1:54:24 PM	Lisa Simpson	Assigned
PA5AZ0D4Z2D9	Dec 4, 2022, 1:54:24 PM	Patty Smith	Assigned

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