Credentia
CNA365®

Candidate Registration Quick Reference Guide

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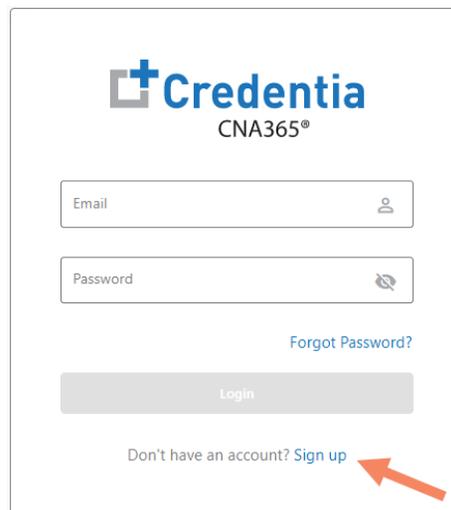
Version 1.0

How to Create a CNA365® Account

❶

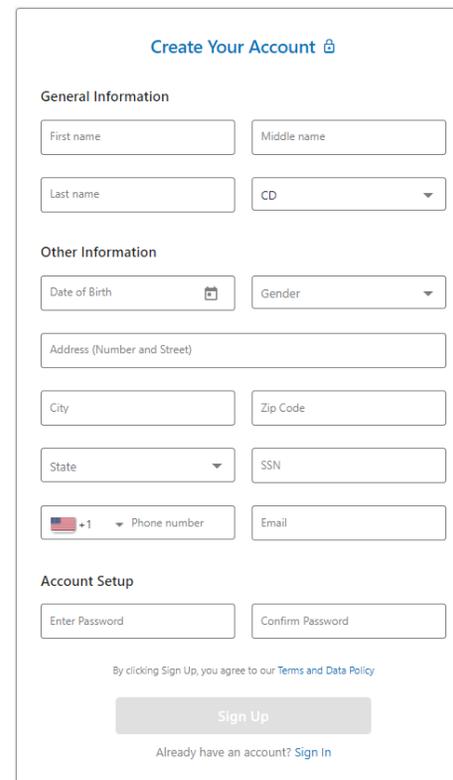Click the "CNA365" button at the top of your state website page at www.credentia.com

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

Create Your Account 🔒

General Information

| First name | Middle name |
| Last name | CD ▼ |

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
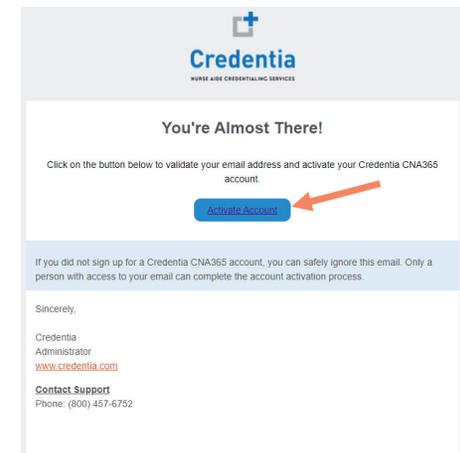
STEP 1

After you login, click on the "Start New Application" button that appears on your Dashboard page
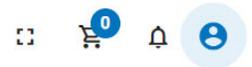
How to Submit a Testing Application
Step 2 – Select Your Eligibility Route

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
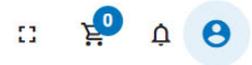

⚠️ <u>TIP:</u> save your application by selecting "Save as Draft" button in upper right-hand corner if you want to save and submit later

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
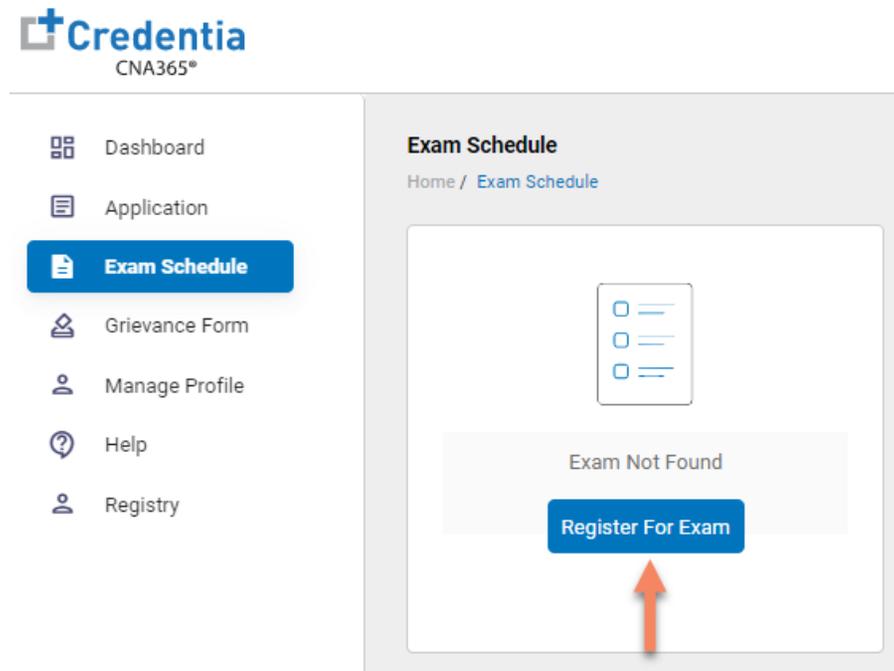## Checking Your Application Status

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

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

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

How to Schedule an Exam
Step 4 – Schedule Test Center Exam

STEP 4

To schedule an exam at a test center:

1. Select Test Center

2. Select your preferred exam date range

3. If your training program provided you with a Test Center ID, select the "Find Test Center" option and enter your Test Center ID

4. Select the "Search" button to find available exam dates

5. 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 in Shopping Cart

STEP 5

Select payment method:

1. If you have a voucher, enter the voucher code and click the "Apply Code" link (if your training program assigned a code to your account previously it will appear automatically)

2. If you are paying with a credit/debit card, enter you card information

3. Select "Save Card"

Payment

Home / Exam Schedule / Register For Exam / Payment

Saved Cards

2

Add Card

Credits/Debit Cards

Enter Card Number

Enter Card Name

YYYY/MM   CVV

Cancel   Save Card

3

Payment Summary

Nurse Aide Written Exam	$55 🗑
E1 Nursing Assistant – State Approved Training Program	

ExamMode	Exam Date	Exam Time
Online	03/23/2022	7:00 AM CST

Enter the promo code   **1**   Apply Code

How to Schedule an Exam
Step 6 – Make Payment

STEP 6

If you are paying for your exam(s) by credit/debit card, 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

You will receive a CNA365® alert email with a confirmation/receipt of your scheduled exam(s)