

Training Program  
Quick Reference  
Guide



## Training Program Voucher Management Guide

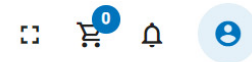


# How to Purchase Test Vouchers

## Step 1 – Select Buy New Voucher

### STEP 1

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



Course Completions

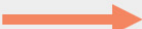
Candidate Search

**Voucher**

Manage Users

#### Voucher

Home / Voucher

 [+ Buy New Voucher](#)

Search

| Voucher Name  | Item Code    | Voucher Fee | Total Vouchers | Vouchers Used | Action            |
|---|--------------|-------------|----------------|---------------|-------------------|
| <a href="#">Nurse Aide Skills Exam</a>                      | NA-PR-PPD    | \$100       | 0              | 0             | <a href="#">↓</a> |
| <a href="#">Nurse Aide Written Exam</a>                     | NA-WR-PPD    | \$40        | 0              | 0             | <a href="#">↓</a> |
| <a href="#">Nurse Aide Oral Exam (English or Spanish)</a>   | NA-OR-PPD    | \$40        | 0              | 0             | <a href="#">↓</a> |
| <a href="#">Nurse Aide Written Exam AND Skills Exam</a>     | NA-WR/PR-PPD | \$140       | 0              | 0             | <a href="#">↓</a> |
| <a href="#">Nurse Aide Oral Exam AND Skills Exam</a>        | NA-OR/PR-PPD | \$140       | 0              | 0             | <a href="#">↓</a> |
| <a href="#">Medication Aide Long Term Care Written Exam</a> | MA-LTC-PPD   | \$59        | 0              | 0             | <a href="#">↓</a> |
| <a href="#">Medication Aide Adult Care Written Exam</a>     | MA-AC-PPD    | \$25        | 0              | 0             | <a href="#">↓</a> |

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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                      | \$100         | - 0 + |
| Nurse Aide Written Exam                     | \$40          | - 0 + |
| Nurse Aide Oral Exam (English or Spanish)   | \$40          | - 0 + |
| Nurse Aide Written Exam AND Skills Exam     | \$140         | - 0 + |
| Nurse Aide Oral Exam AND Skills Exam        | \$140         | - 0 + |
| Medication Aide Long Term Care Written Exam | \$59          | - 0 + |
| Medication Aide Adult Care Written Exam     | \$25          | - 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

#### 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 Skills Exam

\$100  

| QTY | * | Price |
|-----|---|-------|
| 1   |   | 100   |

Nurse Aide Oral Exam AND Skills Exam

\$420  

| QTY | * | Price |
|-----|---|-------|
| 3   |   | 140   |

**Total** **\$520**

# 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 | Expires on |
|---|--------------|------------|
| <input checked="" type="radio"/> xxxx xxxx xxxx 1111 visa | Phani Varma  | 10/2026    |
| <input type="radio"/> xxxx xxxx xxxx 1111 visa            | Phani Varma  | 10/2026    |

Enter CVV(?):

#### Payment Method

ACH

#### Payment Summary

|                                      |   |              |  |  |
|--------------------------------------|---|--------------|--|--|
| Nurse Aide Skills Exam               |   | \$100        |  |  |
| QTY                                  | * | Price        |  |  |
| 1                                    |   | 100          |  |  |
| Nurse Aide Oral Exam AND Skills Exam |   | \$420        |  |  |
| QTY                                  | * | Price        |  |  |
| 3                                    |   | 140          |  |  |
| <b>Total</b>                         |   | <b>\$520</b> |  |  |

# 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

1 Select the “Available” voucher list

2 Click the “Add Candidate” link for the voucher you would like to assign

3 Start typing the candidate name in the search box

4 Click on the desired candidate name from your search results

5 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**

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 | Available      | ↓      |

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### VOUCHER ASSIGNMENT

Search

| Candidate Name | Course Completion Date    |
|----------------|---------------------------|
| Ross Gellar    | Nov 26, 2021, 12:30:00 PM |
| Monica Gellar  | Nov 26, 2021, 4:55:00 PM  |
| Pheoby Buffy   | Nov 26, 2021, 4:58:00 PM  |

➔

| Candidate Name | Action |
|----------------|--------|
| Ross Gellar    | Assign |

# 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)

**Voucher** + Buy New Voucher

Home / Voucher Search

| Voucher Name  | Item Code    | Voucher Fee | Total Vouchers | Vouchers Used | Action  |
|---|--------------|-------------|----------------|---------------|---|
| <a href="#">Nurse Aide Skills Exam</a>                      | NA-PR-PPD    | \$100       | 0              | 0             |  |
| <a href="#">Nurse Aide Written Exam</a>                     | NA-WR-PPD    | \$40        | 0              | 0             |  |
| <a href="#">Nurse Aide Oral Exam (English or Spanish)</a>   | NA-OR-PPD    | \$40        | 0              | 0             |  |
| <a href="#">Nurse Aide Written Exam AND Skills Exam</a>     | NA-WR/PR-PPD | \$140       | 0              | 0             |  |
| <a href="#">Nurse Aide Oral Exam AND Skills Exam</a>        | NA-OR/PR-PPD | \$140       | 10             | 0             |  |
| <a href="#">Medication Aide Long Term Care Written Exam</a> | MA-LTC-PPD   | \$59        | 0              | 0             |  |
| <a href="#">Medication Aide Adult Care Written Exam</a>     | MA-AC-PPD    | \$25        | 0              | 0             |  |

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Download vouchers to EXCEL file

### 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     |

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

# 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       | Download icon |
| PA5AZ0D4Z2D9 | Dec 4, 2022, 1:54:24 PM | Patty Smith    | Assigned       | Download icon |
| PA6GDDCG86C8 | Dec 4, 2022, 1:54:24 PM | +Add Candidate | Available      | Download icon |

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Download voucher to EXCEL file

### EXCEL VOUCHER DOWNLOAD FILE

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



# How to Manage Test 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 LIST PAGE – “ALL” VOUCHERS

**Voucher**  
Home / Voucher / Voucher List

|                                     |                        |            |                     |
|-------------------------------------|------------------------|------------|---------------------|
| Exam Name<br>Nurse Aide Skills Exam | Exam Code<br>NA-PR-PPD | State Name | Total Vouchers<br>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

- 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 LIST PAGE – “USED” VOUCHERS

**Voucher**  
Home / Voucher / Voucher List

|                                     |                        |            |                     |
|-------------------------------------|------------------------|------------|---------------------|
| Exam Name<br>Nurse Aide Skills Exam | Exam Code<br>NA-PR-PPD | State Name | Total Vouchers<br>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

- 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 LIST PAGE – “ASSIGNED” VOUCHERS

**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 | <a href="#">Lisa Simpson</a> | Assigned       |
| PA5AZ0D4Z2D9 | Dec 4, 2022, 1:54:24 PM | <a href="#">Patty Smith</a>  | Assigned       |

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