

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

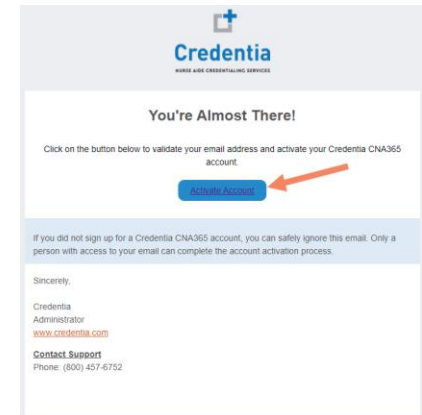
! TIP: bookmark the CNA365[®] login page

3

Fill out the new account form and select “Sign Up” button

4

Check your email for your account confirmation and click the “Activate Account” button



How to Submit a Testing Application

Step 1 – Start New Application

STEP 1

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 menu with the following items: Dashboard (highlighted), Application, Exam Schedule, Grievance Form, Manage Profile, Help, Registry, and Toggle Sidebar. The main content area features a welcome message: "Welcome, Diana Wells" and a statement: "The Credentia team is committed to providing you with a convenient and hassle-free experience throughout the credentialing process!". Below this is a horizontal flowchart with five steps: "Fill Application Form" (document icon), "Register For Exam" (calendar icon), "Start Exam" (checkboxes icon), "Check Exam Scores" (document with A+ icon), and "Get Certified" (certificate icon). A blue button labeled "+ Start New Application" is positioned below the flowchart. The top right of the dashboard includes icons for full screen, a shopping cart with a '0' notification, a bell, and a user profile.

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 : 2000163



Dashboard

Application

Exam Schedule

Grievance Form

Excused Absence

Manage Profile

Registry

Toggle Sidebar

Select Application

Home / Application / Select Application

State

South carolina

Select Your Eligibility Route

E1 – South Carolina State-Approved Nurse Aid...

E2 – Out-of-State Trained NOT-licensed Candl...

E3 – Lapsed or Expired South Carolina Registr...

E4 – Out-of-State Expired Licensed Candidates

E5 – Student Nurse, LPN or RN Graduate, or M...

M1 - South Carolina State Approved Medicatio... >

M2- Lapsed or Expired less than 24 months S...

Instructions :

Please complete all items marked as required.

You must complete this application if you want to take the MACE® Examination. You may receive assistance from your medication assistant education program. The personal information is used only to determine your eligibility to test. Failure to provide complete and accurate information may delay your MACE 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 the training program and/or State to confirm your eligibility to register for the MACE® 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.

Medication Assistant -

For candidates who have successfully completed an approved South Carolina Medication Assistant Training Program (MATP) requiring a minimum of (100) hours of training. This consists of sixty (60) hours of didactic training including work in a skills lab and/or simulation facility, in addition to forty (40) hours of supervised clinical practicum in a nursing home supervised by an approved Registered Nurse (RN). **IMPORTANT:** Candidate must pass skills clinical competencies with the training program before testing MACE.

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

Important:

DO NOT COMPLETE THIS FORM if you have not completed an approved South Carolina Medication Assistant Training and have not passed your skills evaluation with the training program.

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

Credentia
CNA365®

Dashboard
Application
Exam Schedule
Grievance Form
Excused Absence
Manage Profile
Registry

Candidate Id : 2000163

Cancel Save as Draft Submit

Application Form

Home / Application / Application Form

South Carolina Medication Assistant Testing Application

Eligibility Route: M1 - South Carolina State Approved Medication Assistant Trained Candidate

SECTION 1 TRAINING PROGRAM COMPLETION

1) Training Program

Select your training program from the drop-down list:
Please select a training program

sc tp - sadfgh sdfghj sdfghj 90984

2) Training Program Course Completion Date

Enter your training program completion date

Date

07/05/2023

3) Please upload the skills check off/exam SCDHHS form as verification that you have met all requirements to take the MACE exam.

Upload

test upload.pdf X

SECTION 2 SCREENING QUESTIONS

SECTION 3 ACCOMMODATIONS

SECTION 4 REGISTRANT CERTIFICATION

Application Progress

- TRAINING PROGRAM COMPLETION
- SCREENING QUESTIONS
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

Toggle Sidebar

! IIP: 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

Application Form

Home / Application / Application Form

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

South Carolina Medication Assistant Testing Application

Eligibility Route: M1 - South Carolina State Approved Medication Assistant Trained Candidate

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 Medication Assistant and may result in prosecution by the state of South Carolina.

Yes, the information on this application is true and correct (check the box).

Candidate Signature (type your full legal name):

Candidate Signature
Lisa Simpson

Date:
07/25/2023

Application Progress

- TRAINING PROGRAM COMPLETION
- SCREENING QUESTIONS
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

How to Submit a Testing Application

Checking Your Application Status



Dashboard

Application

Exam Schedule

Grievance Form

Excused Absence

Manage Profile

Registry

Application

Home / Application

South Carolina M1 - South Carolina State Approved Medication Assistant Trained Candidate

Application

Current Status

Pending

July 25th, 2023 / 9:04 AM

Application ID	Submitted Date
1058341	07/25/2023

[Summary](#)

Click "Summary" button to see status of your application



Application Form

Home / Application / Application Form

[Withdraw Application](#)

South Carolina Medication Assistant Testing Application

Eligibility Route: M1 - South Carolina State Approved Medication Assistant Trained Candidate

SECTION 1 TRAINING PROGRAM COMPLETION

1) Training Program

Select your training program from the drop-down list:

Please select a training program

sc tp - sadfgh sdfghj sdfghj 90984

2) Training Program Course Completion Date

Enter your training program completion date

Date

07/05/2023

3) Please upload the skills check off/ exam SCPHHS form as verification that you have met all requirements to take the MACF exam.

Application Progress

Application Process

- ✓ Candidate Submitted
25 Jul, 2023 | 9:04 AM
Submitted for approval...
- Pending Training Program
25 Jul, 2023 | 9:04 AM
Pending for approval...

Detailed log of your application review process

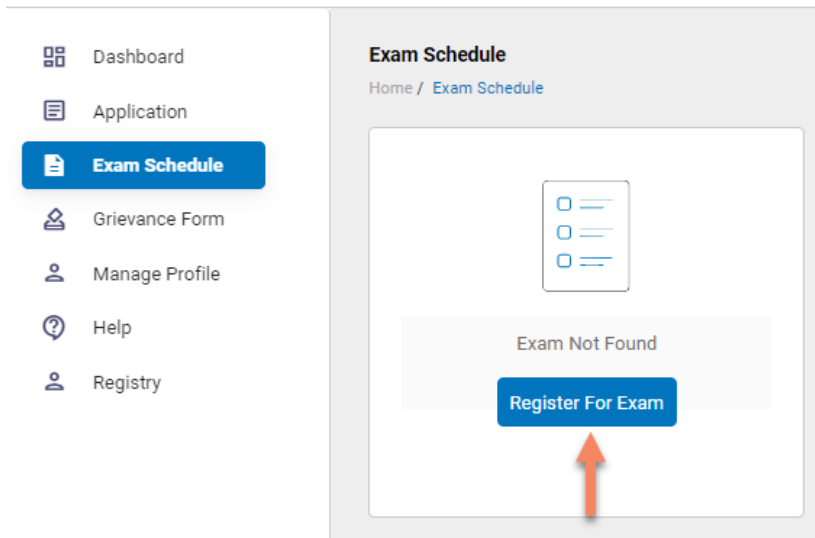
You will receive a CNA365® alert email once your application has been approved and you are able to register for exams

How to Schedule an Exam

Step 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

M1 - South Carolina State Appro... ⓘ

Select Exam Type

Medication Assistant MACE Examination



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

1 Select Your Exam Type

Online Test Center

Select TimeZone
(UTC-07:00) Arizona

Select Date

DEC 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Available Not Today Selected
available

Dates in bold have available exam times



Select Your Exam Type

Online Test Center

Select TimeZone
(UTC-07:00) Arizona

Select Date
12/30/2021

Select Range

08 AM - 12 PM 12 PM - 04 PM 04 PM - 08 PM

Available Slots

10:30 11:00 11:30 10:00 10:45 11:15 11:45 10:15

● Available ● Limited Slots ● Selected

Add Cart Play Now

How to Schedule an Exam

Step 4 – Enter Payment Information or Voucher in Shopping Cart

STEP 4

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 'Payment' form with the following fields and buttons:

- Payment
- Credits/Debit Cards
- Enter Card Number
- Enter Card Name
- YYYY/MM
- CVV
- Cancel
- 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 with the following details:

- Nurse Aide Written Exam \$0
- E1 New Nursing Assistant
- ExamMode: Online, Exam Date: 05/31/2022, Exam Time: 11:15 AM EST
- Enter the promo code PA7B76FC7INI
- Apply Code
- Total \$0
- Schedule Now