Credentia

CNA365®

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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

⚠ **TIP:** 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
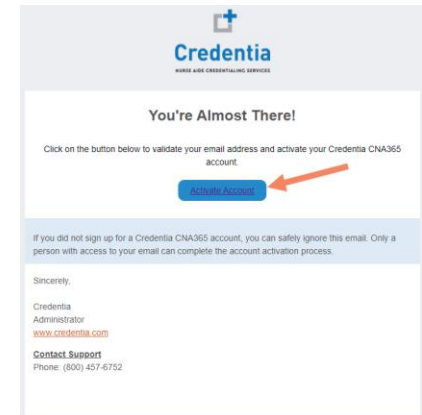
STEP 1

After you login, click on the "Start New Application" button that appears on your Dashboard page

Credentia
CNA365®

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

Toggle Sidebar

Welcome, **Diana Wells**

The Credentia team is committed to providing you with a convenient and hassle-free experience throughout the credentialing process!

Fill Application Form → Register For Exam → Start Exam → Check Exam Scores → Get Certified

+ Start New Application

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

TIP: 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

Click "Summary" button to see status of your application
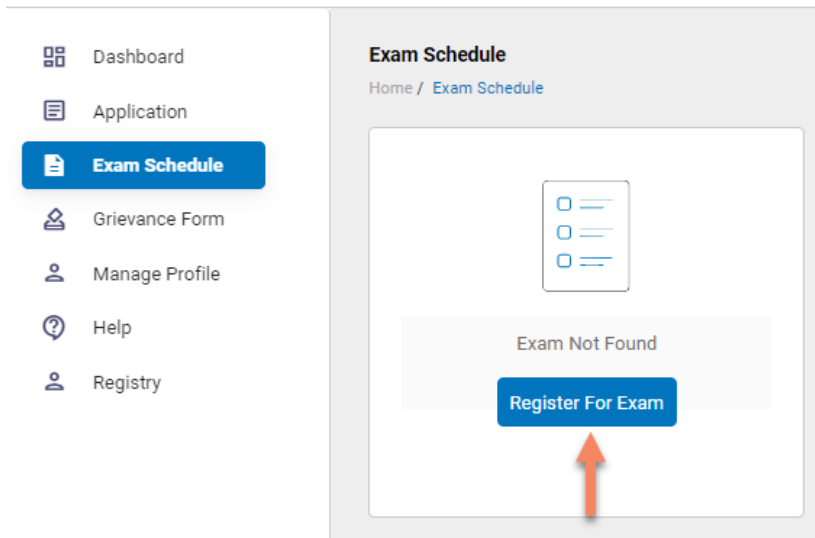
Detailed log of your application review process

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

STEP 4

OPTION #1: Pay by credit or debit card

1. Enter your credit or debit card information

2. Select the "Pay" button

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