

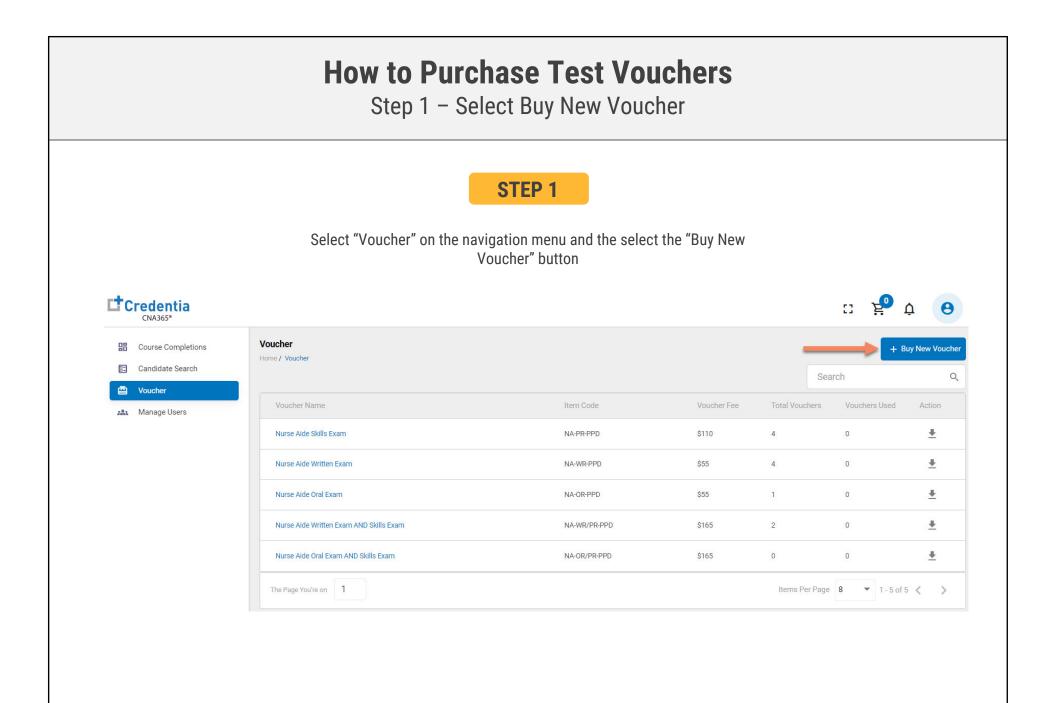
Training Program Quick Reference Guide



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- 2 How to Purchase Test Vouchers
- **3** How to Manage Test Vouchers

- 4 How to Manage Training Program User Accounts
- **5** Training Program Reports
- 6 How to Reset Your Password



How to Purchase Test Vouchers

Step 2 – Specify Voucher Quantities



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

Voucher Price			
\$110	-	0	+
\$55	-	0	+
\$55	-	0	+
\$165	-	0	+
\$165	-	0	+
	A	dd to (Cart
	\$110 \$55 \$55 \$165	\$110 - \$55 - \$55 - \$165 - \$165 -	\$110 - 0 \$55 - 0 \$55 - 0 \$55 - 0 \$165 - 0 \$165 - 0

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How to Purchase Test Vouchers

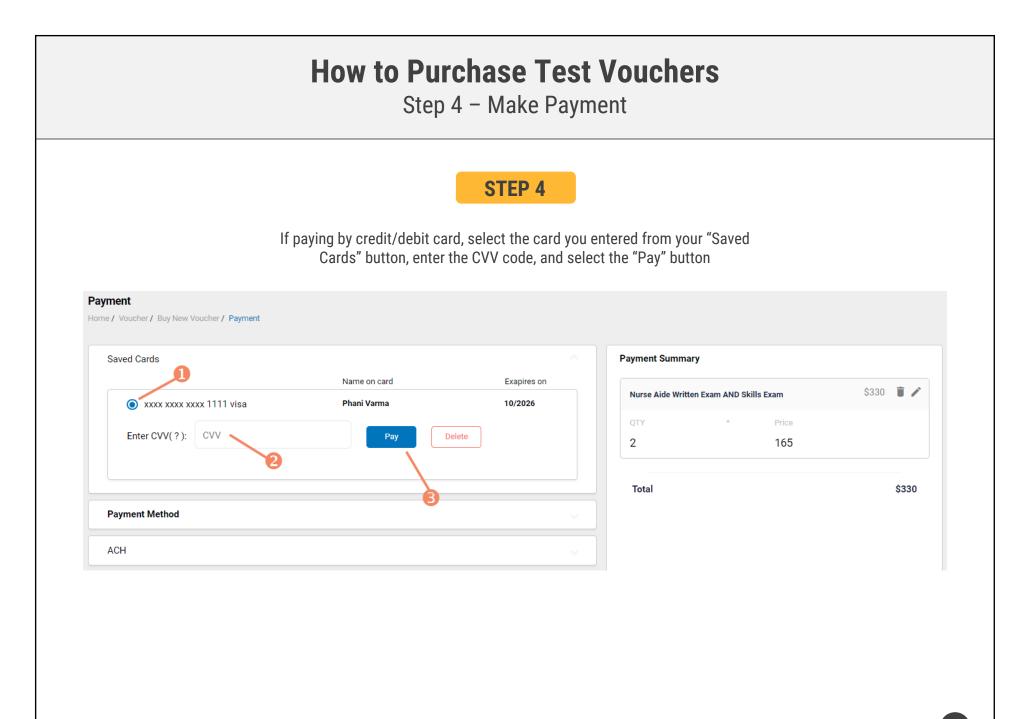
Step 3 – Enter Payment Information in Shopping Cart



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

aved Cards			Payment Summary	
yment Method			Nurse Aide Written Exam AND Skills Exam	\$330 📋
redit/Debit Card			QTY * Price 2 165	
Enter Card Number			Total	\$33
Enter Card Name				
YYYY-MM CVV				
	Cancel Save	Card		
сн		~		

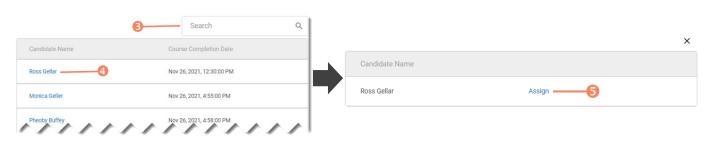


Assigning Vouchers to Candidates in CNA365®

VOUCHER LIST PAGE – "AVAILABLE" VOUCHERS

- Click on a voucher type on the voucher summary page to access the voucher detail page
- Select the "Available" voucher list
- Click the "Add Candidate" link for the voucher you would like to assign
- Start typing the candidate name in the search box
- Click on the desired candidate name from your search results
- Click the "Assign" link next to the candidate name

Voucher Home / Voucher / Voucher List							
Exam Name Nurse Aide Written Exam AND Skills Exam	Exam Code NA-WR/PR-PPD	State Name		Total Vouchers 3			
Voucher List Available All Used	Expired Assigned						
Voucher Code Expirat	ion Date	Candidate Name	Voucher Status	Action			
PA6CA7B3B5Z0 Dec 4, 2	2022, 1:54:24 PM	Lisa Simpson	Assigned	<u>+</u>			
PA5AZ0D4Z2D9 Dec 4, 2	2022, 1:54:24 PM	Patty Smith	Assigned	<u>+</u>			
PA6GDDCG86C8 Dec 4, 2	2022, 1:54:24 PM	+Add Candidate2	Available	<u>+</u>			
The Page You're on				Items Per Page 8 • 1 - 3 of 3 < >			
	VO	JCHER ASSIGNME	NT				



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Distributing Vouchers to Candidates OUTSIDE of CNA365®

- 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)

			Sea	irch	
Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Actio
Nurse Aide Skills Exam	NA-PR-PPD	\$110	4	0	t
Nurse Aide Written Exam	NA-WR-PPD	\$55	4	Download vouchers to EXCEL file	<u>+</u>
Nurse Aide Oral Exam	NA-OR-PPD	\$55	1	0	<u>+</u>
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD	\$165	2	0	<u>+</u>
Nurse Aide Oral Exam AND Skills Exam	NA-OR/PR-PPD	\$165	0	0	<u>+</u>

VOUCHER SUMMARY PAGE

EXCEL VOUCHER DOWNLOAD FILE

A	В	С	
1 VoucherCode	Expiration Date	VoucherStatus	-
2 PA8DDA8VBEMF	12/09/2022	Available	
3 PANN37EF97D4	12/09/2022	Available	
4 PAF4CD1FE8Q6	12/09/2022	Available	

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)

kam Name Jurse Aide Written Exam AND S		NR/PR-PPD	State Name		Total Vouchers 3	
cher List Available All	Used Ex	kpired Assign	ed			
Voucher Code	Expiration Date	2	Candidate Name	Voucher Status	Action	
PA6CA7B3B5Z0	Dec 4, 2022, 1:5	4:24 PM	Lisa Simpson	Assigned	*	
			Patty Smith	Assigned	<u>+</u>	Download voucher to
PA5AZ0D4Z2D9	Dec 4, 2022, 1:5	4:24 PM	T day onlian			EXCEL file

EXCEL VOUCHER DOWNLOAD FILE

	А		В	
1	VoucherCode	-	Expiration Date	
2	PA8DDA8VBEMF		12/09/2022	

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)

Exam Name Nurse Aide Skills Exam	Exam Code NA-PR-PPD	State Name	Total Vouchers 3
Voucher List Available All Us	sed 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

VOUCHER LIST PAGE – "ALL" 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 List								
Exam Name Nurse Aide Skills Exam	Exam Code NA-PR-PPD	State Name	Total Vouchers 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					
The Page You're on			Items Per Page 8 🔹 1 - 1 of 1 < >					

VOUCHER LIST PAGE – "USED" 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 List								
Exam Name Nurse Alde Written Exam AND Skills Exam	Exam Code NA-WR/PR-PPD	State Name	Total Vouchers 3					
Voucher List Available All Used	Expired Assigned							
Voucher Code	Expiration Date	Candidate Name	Voucher Status					
The Page You're on			Items Per Page 8 • 0 of 0 < >					

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 List								
Exam Name Nurse Aide Written Exam AND Skills Exam	Exam Code NA-WR/PR-PPD	State Name	Total Vouchers 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					
The Page You're on			Items Per Page 8 🔹 1 - 2 of 2 < 📏					