

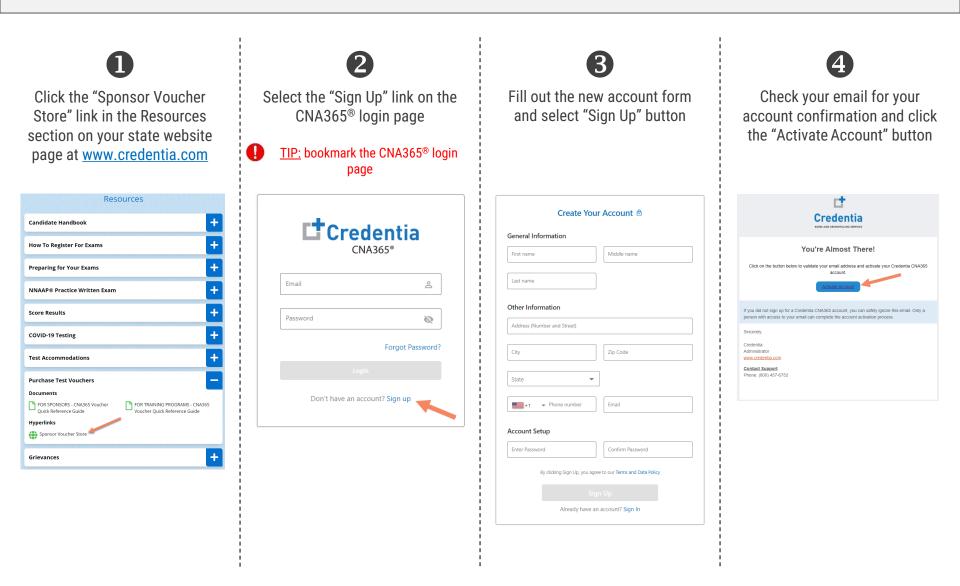
Sponsor Quick Reference Guide



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How to Create a CNA365[®] Sponsor Account



How to Purchase Test Vouchers

Step 1 – Select Buy New Voucher



Login to your CNA365[®] account and select the "Buy New Voucher" button

Voucher	Voucher			_		Buy New Vou
Manage Users	Home / Voucher				Search	
	Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
	Nurse Aide Written Exam	NA-WR-PPD	\$30	0	0	<u>+</u>
	Nurse Aide Oral Exam	NA-OR-PPD	\$30	0	0	<u>+</u>
	Nurse Aide Skills Exam	NA-PR-PPD	\$30	0	0	<u>+</u>
	Nurse Aide Written Exam and Skills Exam	NA-WR/PR-PPD	\$60	0	0	<u>+</u>
	Nurse Aide Oral Exam and Skills Exam	NA-OR/PR-PPD	\$60	0	0	<u>*</u>

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

\$30 \$30 \$30	-	1 0	+
	-	0	+
\$30			
+	-	0	+
\$60	-	2	+
\$60	-	0	+
		\$60 -	- 2

How to Purchase Test Vouchers

Step 3 – Enter Payment Information in Shopping Cart



Add credit/debit card information and select "Pay" button

Nurse Aide Written Exan	n	\$30 📋
QTY	* Price	
1	30	
Nurse Aide Written Exan	n and Skills Exam	\$120 📋
QTY	* Price	
2	60	
	QTY 1 Nurse Aide Written Exam QTY	1 30 Nurse Aide Written Exam and Skills Exam QTY * Price

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

cher e / Voucher				+ B	Buy New Voi
				Search	
Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
Nurse Aide Written Exam	NA-WR-PPD	\$30	1	0	Ŧ
Nurse Aide Oral Exam	NA-OR-PPD	\$30	0	Download	<u>+</u>
Nurse Aide Skills Exam	NA-PR-PPD	\$30	0	vouchers to EXCEL file	<u>+</u>
Nurse Aide Written Exam and Skills Exam	NA-WR/PR-PPD	\$60	2	0	<u>+</u>
Nurse Aide Oral Exam and Skills Exam	NA-OR/PR-PPD	\$60	0	0	<u>+</u>

VOUCHER SUMMARY PAGE

EXCEL VOUCHER DOWNLOAD FILE

	А	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 Home / Voucher / Voucher List Exam Name Exam Code Nurse Aide Written Exam NA-WR-PPD 4 Voucher List Available All Used ₽ PARFB7DA4BCR Dec 20, 2022, 9:24:37 PM Not Assigned Available ـ PA8E489C7AN4 Dec 20, 2022, 9:24:37 PM Not Assigned Available voucher to EXCEL file ـ PA038F2016U0 Dec 26, 2022, 3:09:45 PM Not Assigned Available ـ PA49DF830CR4 Dec 26, 2022, 3:09:45 PM Not Assigned Available The Page You're on Items Per Page 8 ▼ 1-4 of 4 < >

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
- 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)

EXCEL VOUCHER DOWNLOAD FILE

	А		В	
1	VoucherCode	*	Expiration Date	*
2	PAREB7DA4BCR		12/20/2022	

Voucher List Page – "All" Vouchers

Voucher Home / Voucher / Voucher List Exam Code State Name **Total Vouchers** NA-WR-PPD Nurse Aide Written Exam Δ Voucher List Available All Used Expired Item Code PA1B21C73CF3 Dec 20, 2022, 9:24:37 PM Oscar Smith Used PAREB7DA4BCR Dec 20, 2022, 9:24:37 PM Not Assigned Available PA8E489C7AN4 Dec 20, 2022, 9:24:37 PM Not Assigned Available PA038F2016U0 Dec 26, 2022, 3:09:45 PM Available Not Assigned PA49DF830CR4 Dec 26, 2022, 3:09:45 PM Available Not Assigned Items Per Page 8 ▼ 1-5 of 5 < > The Page You're on

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 used)
 - Status (available, used, or expired)

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
 - Candidate name
 - Date used
 - Expiration date

Voucher			
Home / Voucher / Voucher List			
Exam Name Nurse Aide Written Exam	Exam Code NA-WR-PPD	State Name	Total Vouchers 4
Voucher List Available All	Used Expired		
Item Code	Candidate Name	Used Date	Expiration Date
PA1B21C73CF3	Oscar Smith	Dec 20, 2021, 9:25:23 PM	Dec 20, 2022, 9:24:37 PM
The Page You're on			Items Per Page 8 🔹 1 - 1 of 1 < 📏

VOUCHER LIST PAGE – "USED" VOUCHERS

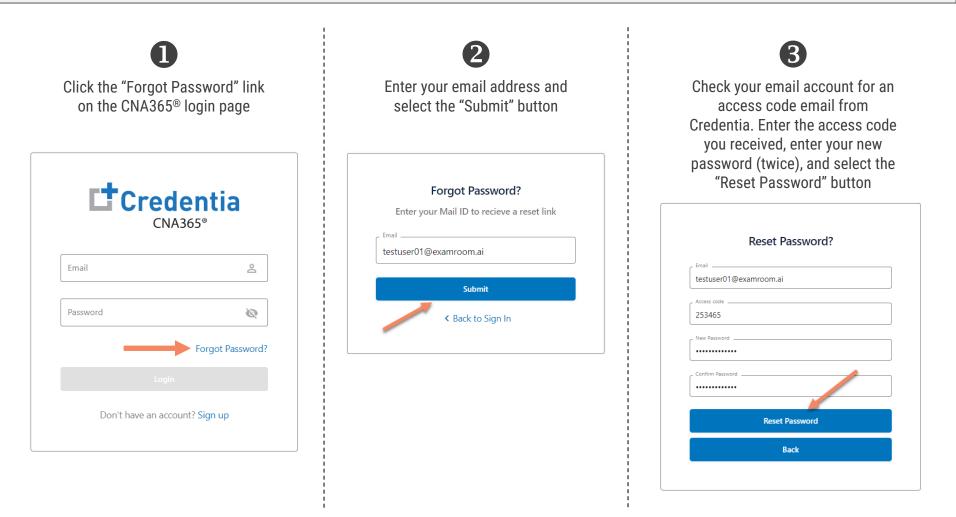
Voucher List Page – "Expired" Vouchers

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 used)

Voucher			
Home / Voucher / Voucher List			
Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam	NA-WR-PPD		4
Voucher List			
Available All Used	Expired		
Item Code	Expiration Date		Candidate Name
The Page You're on			Items Per Page 8 🔹 0 of 0 < >

How to Reset Your Password



Contact Credentia support if you have forgotten your email address