

# **Credentia** CNA365<sup>®</sup>

## **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

The screenshot shows the Credentia CNA365\* Voucher management interface. The navigation menu on the left includes 'Voucher', 'Manage Users', and 'Reports'. The main content area displays a table of voucher options. A blue button labeled '+ Buy New Voucher' is highlighted with an orange arrow pointing to it.

Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
Nurse Aide Written Exam	NA-WR-PPD	\$30	0	0	↓
Nurse Aide Oral Exam	NA-OR-PPD	\$30	0	0	↓
Nurse Aide Skills Exam	NA-PR-PPD	\$30	0	0	↓
Nurse Aide Written Exam and Skills Exam	NA-WR/PR-PPD	\$60	0	0	↓
Nurse Aide Oral Exam and Skills Exam	NA-OR/PR-PPD	\$60	0	0	↓

The Page You're on:  Items Per Page:  1 - 5 of 5 < >

# 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 Written Exam	\$30	- 1 +
Nurse Aide Oral Exam	\$30	- 0 +
Nurse Aide Skills Exam	\$30	- 0 +
Nurse Aide Written Exam and Skills Exam	\$60	- 2 +
Nurse Aide Oral Exam and Skills Exam	\$60	- 0 +

[Add to Cart](#)

# How to Purchase Test Vouchers

## Step 3 – Enter Payment Information in Shopping Cart

### STEP 3

Add credit/debit card information and select “Pay” button

**Payment**

[Home](#) / [Voucher](#) / [Buy New Voucher](#) / [Payment](#)

#### Payment Method

[Credit/Debit Card](#)

#### Payment Summary

Nurse Aide Written Exam			\$30		
QTY	*	Price			
1		30			

Nurse Aide Written Exam and Skills Exam			\$120		
QTY	*	Price			
2		60			

---

**Total** **\$150**

# 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

❶ Select the “Available” voucher list

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

❸ Start typing the candidate name in the search box

❹ Click on the desired candidate name from your search results

❺ Click the “Assign” link next to the candidate name

The screenshot shows the 'Voucher List' page for the 'Nurse Aide Written Exam AND Skills Exam'. It features a summary table at the top and a main table below. The 'Available' tab is selected, and the third row in the main table has the '+Add Candidate' link highlighted with a red circle 2. A red circle 1 points to the 'Available' tab.

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	↓

At the bottom, there is a search box labeled 'The Page You're on' and a pagination control showing 'Items Per Page 8' and '1 - 3 of 3'.

### VOUCHER ASSIGNMENT

The screenshot illustrates the assignment process. On the left, a search results table shows candidate names and completion dates. The name 'Ross Gellar' is highlighted with a red circle 4. A red circle 3 points to the search box. A large black arrow points to the right, where a modal window shows 'Ross Gellar' with an 'Assign' link highlighted by a red circle 5.

Candidate Name	Course Completion Date
Ross Gellar	Nov 26, 2021, 12:30:00 PM
Monica Geller	Nov 26, 2021, 4:55:00 PM
Pheoby Buffey	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

**Voucher**  
Home / Voucher + Buy New Voucher

Search

Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
<a href="#">Nurse Aide Written Exam</a>	NA-WR-PPD	\$30	1	0	
<a href="#">Nurse Aide Oral Exam</a>	NA-OR-PPD	\$30	0	0	
<a href="#">Nurse Aide Skills Exam</a>	NA-PR-PPD	\$30	0	0	
<a href="#">Nurse Aide Written Exam and Skills Exam</a>	NA-WR/PR-PPD	\$60	2	0	
<a href="#">Nurse Aide Oral Exam and Skills Exam</a>	NA-OR/PR-PPD	\$60	0	0	

The Page You're on:  Items Per Page:  1 - 5 of 5 < >

Download vouchers to EXCEL file

- 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)

### 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

# How to Manage Test 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 LIST PAGE – “AVAILABLE” 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	Action
PA6CA7B3B5Z0	Dec 4, 2022, 1:54:24 PM	Lisa Simpson	Assigned	Download
PA5AZ0D4Z2D9	Dec 4, 2022, 1:54:24 PM	Patty Smith	Assigned	Download
PA6GDCCG86C8	Dec 4, 2022, 1:54:24 PM	+Add Candidate	Available	Download

The Page You're on

Items Per Page 8 1 - 3 of 3 < >

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 Nurse Aide Skills Exam	Exam Code NA-PR-PPD	State Name	Total Vouchers 3
-------------------------------------	------------------------	------------	---------------------

**Voucher List**

Available **All** Used Expired Assigned

Item Code	Expiration Date	Candidate Name	Voucher Status
PA4EA1T9T6QT	Dec 20, 2022, 2:34:51 PM	<a href="#">ROSS GELLER</a>	Used
PAB3E6F34CHH	Dec 20, 2022, 6:42:27 PM	<a href="#">+Add Candidate</a>	Available
PAD0S15F6SU1	Dec 20, 2022, 6:42:27 PM	<a href="#">+Add Candidate</a>	Available
PA38D0U1C1IU	Dec 20, 2022, 6:42:27 PM	<a href="#">+Add Candidate</a>	Available

The Page You're on  Items Per Page  1 - 4 of 4 < >



# 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 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  1 - 1 of 1 < >

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

**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	Expiration Date	Candidate Name	Voucher Status
The Page You're on: <input type="text"/>			
Items Per Page: 8			0 of 0 < >

# 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

The Page You're on

Items Per Page  1 - 2 of 2 < >