

Northern California 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

California

Important: This signup page is for California CNA365 users only. Please visit www.credentia.com/test-takers to select a different state CNA365 login page

Create Your Account

General Information

Enter your name exactly as it appears on your government-issued identification.

First name Middle name
Last name

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](#)

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



Candidate Id : 1759599



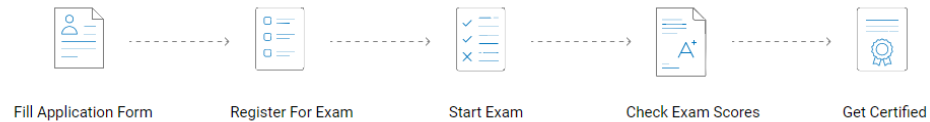
Dashboard

- Application
- Exam Schedule
- Grievance Form
- Manage Profile

Toggle Sidebar

Welcome, **Loisa Gonzalez**

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



+ Start New Application

How to Submit a Testing Application

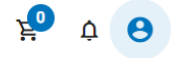
Step 2 – Select Your Eligibility Route

STEP 2

1. Select your eligibility route
2. Confirm your eligibility route by checking the box
3. Select the “Start” button



Candidate Id : 1759599



Dashboard

Application

Exam Schedule

Grievance Form

Manage Profile

Select Application

Home / Application / Select Application

State

California

Select Your Eligibility Route

E1 New Nursing Assistant

E2 Equivalent Training RN/LPN fundamentals

Instructions :

Once submitted, your application will be reviewed by the Board of Nursing who will confirm your eligibility to register for the National Nurse Aide Assessment Program (NNAAP) examination.

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..

E1 New Nursing Assistant -

For all application who have successfully completed a California State-Approved Nursing Assistant Education Program and have a signed unexpired 283B FORM.

I have read the above definition of the E1 Eligibility Route and confirm that this is the correct Eligibility Route for me (check the box).

Important:

DO NOT COMPLETE THIS FORM if you are previously certified as a nurse assistant and did not complete your continuing education requirements or are requesting equivalency, please complete the E2 Application for testing.

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

Application Form
Home / Application / Application Form

California Nursing Assistant Testing Application
Eligibility Route E1 New Nursing Assistant

SECTION 1 TRAINING PROGRAM COMPLETION ⓘ

1) Training Program
Select your training program from the drop-down list:
Training program
CA Training Program

2) Training Program Course Completion Date
Enter your training program completion date. The program completion date MUST match the date on your 282B FORM.
Select Date
10/4/2022

Upload
test upload.pdf X

SECTION 2 ACCOMMODATIONS ⓘ

SECTION 3 REGISTRANT CERTIFICATION ⓘ

Application Progress ^

- TRAINING PROGRAM COMPLETION
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

Buttons: Cancel, Save as Draft, Submit

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



Candidate Id : 1759599



Dashboard

Application

Exam Schedule

Grievance Form

Manage Profile

Application Form

Home / Application / Application Form

Cancel

Save as Draft

Submit

California Nursing Assistant Testing Application

Eligibility Route E1 New Nursing Assistant

SECTION 1 TRAINING PROGRAM COMPLETION ⓘ

SECTION 2 ACCOMMODATIONS ⓘ

SECTION 3 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 nurse aide and may result in prosecution by the state of California.

Yes, the information on this application is true and correct.

Candidate Signature

Loisa Gonzalez

Select Date

10/14/2022

Application Progress

- TRAINING PROGRAM COMPLETION
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

How to Submit a Testing Application

Checking Your Application Status

Credentia
CNA365®

Dashboard
Application
Exam Schedule
Grievance Form
Manage Profile

Application
Home / Application

California E1 New Nursing Assistant Application

Current Status
🟡 Pending
October 14th, 2022 / 5:25 PM

Application ID 650028 Submitted Date 10/14/2022

Summary

Click "Summary" button to see status of your application

Application Form
Home / Application / Application Form

California Nursing Assistant Testing Application
Eligibility Route E1 New Nursing Assistant

SECTION 1 TRAINING PROGRAM COMPLETION ⓘ

1) Training Program
Select your training program from the drop-down list.
Training program: CA Training Program

2) Training Program Course Completion Date
Enter your training program completion date. The program completion date MUST match the date on your 282B FORM.

Withdraw Application

Application Progress

Application Process

- ✔ Candidate Submitted
14 Oct, 2022 | 5:24 PM
Submitted for approval...
- 🟡 Credentia Operation Staff Pending
14 Oct, 2022 | 5:24 PM
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

The screenshot displays the Credentia CNA365 user interface. On the left is a navigation menu with the following items: Dashboard, Application, Exam Schedule (highlighted in blue), Grievance Form, and Manage Profile. The main content area is titled 'Exam Schedule' and contains a list of three items, each with a checkbox and a line. Below this list is a message box that reads: 'Your application is approved and you may now register for the exam'. At the bottom of this message box is a blue button labeled 'Register For Exam', which is pointed to by a large orange arrow.

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

E1 New Nursing Assistant



Select Exam Type

Nurse Aide Written Exam

Nurse Aide Oral English Exam

Nurse Aide Skills Exam



Select exam type to schedule your exam

How to Schedule an Exam

Step 4 – Schedule Test Center Exam

STEP 3

OPTION #1: Search by Radius From Your Address

1. Select “Search a Test Center by Mileage Radius”
2. Update you address as desired (default is your system address)
3. Select “Search by Radius” button
4. Select an available exam date
6. Select a test center from the available list
7. Select a test time from the available list
8. Select “Add Cart” button

1. Select Your Exam Location
 Test Center

2. Select Your Exam Date Range
Select Your Exam Date Range

3. Search by Mileage Radius or Test Center
 Search a Test Center by Mileage Radius Search a Test Center by Code

Search for Test Center Near You by Mileage Radius

Your Address Mileage Radius

Search by Radius

06-01-2022

EDUCATORS INC - RTS 12 Commerce Avenue [GetDirections](#) Distance 99 miles

10:00 AM

Add Cart **Pay Now**

OPTION #2: Search by Test Center Code

1. Select “Search a Test Center by Code”
2. Enter Test Center ID provided to you by your training program
3. Select “Search by Code” button
4. Select an available exam date
6. Select a test center from the available list
7. Select a test time from the available list
8. Select “Add Cart” button

1. Select Your Exam Location
 Test Center

2. Select Your Exam Date Range
Select Your Exam Date Range

3. Search by Mileage Radius or Test Center
 Search a Test Center by Mileage Radius Search a Test Center by Code

Search for a Test Center Near You by Code

Test Center Code

Search by Code

06-01-2022

EDUCATORS INC - RTS 12 Commerce Avenue [GetDirections](#) Distance 99 miles

10:00 AM

Add Cart **Pay Now**

How to Schedule an Exam

Step 5 – 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 web form titled "Payment" with a breadcrumb trail: Home / Exam Schedule / Register For Exam / Payment. The form has a "Payment" header with an upward arrow. Below it is a section for "Credits/Debit Cards" containing three input fields: "Enter Card Number", "Enter Card Name", and "YYYY/MM" (with "CVV" in a separate field to its right). At the bottom right of the form are two buttons: "Cancel" and "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. At the top, it lists "Nurse Aide Written Exam" with a price of "\$0" and a trash icon. Below that is "E1 New Nursing Assistant" with a price of "-". A table shows exam details:

ExamMode	Exam Date	Exam Time
Online	05/31/2022	11:15 AM EST

Below the table is a red-bordered box containing the text "Enter the promo code PA7B76FC7INI" and a blue "Apply Code" link. At the bottom, the "Total" is "\$0" and there is a blue "Schedule Now" button.