

Step by Step Instructions for Completing Colorado Nurse Aide Online Registration

Listed below are Step-by-Step instructions for completing your online nurse aide exam registration and scheduling your nurse aide exam. Before you begin, listed below are things you need to know.

- **You must know your Social Security Number**
- **You must know which Eligibility Route you will use.**
Please select **ONLY ONE** e-route when registering: *(Review your handbook for more details about each route)*
 - (E1) New Nurse Aide
 - (E3) LPN, RN, LPT or Military equivalent student who has never been licensed
 - (E4) LPN, RN, or LPT Student with an active or expired license from any U.S. state or territory
 - (E5) Nurse who was trained outside of the United States or U.S. territories
 - (E6) Nurse aide who was trained in another state and does not hold a current nurse aide certificate
 - (E7) RN, LPN, or LPT with active discipline
 - (E8) Certified nurse aide (CNA) whose license was revoked or surrendered
 - (E11) Nurse aide who is reinstating by examination but has not worked as a nurse aide for pay for at least eight (8) hours in the last 24 months
- **You must provide at least one VALID phone number** (in the event we need to contact you)
- **You must have a VALID email address**
 - All passwords and user names and communications regarding your account will be sent to this email address so make certain you have access to this email account
- **You must have a few choices of RTS testing locations & dates where you prefer to test.** Exam scheduling is first come first serve. Your first choice of testing location/date may not be available. Regional test sites & test dates can be found on the Credentia Colorado Nurse Aide website.

New Nurse Aides (E1) and Revoked or Suspended (E8) Colorado Nurse Aide candidates:

Important: You must not log into the new system until you receive an email containing your login ID, a web link to activate your account and an account authorization code. You will only receive this email after your training program uploads your training program completion date.

Eligibility routes (E3) (E4) (E5) (E6) (E7) and (E11):

To access the online system, go to <https://i7lp.integral7.com/cona>

Click on **Create an account**

- Step 1. Read Candidate ID Agreement and click **Create a Profile**
- Step 2. Complete the **Personal Information** section on the **New Candidate Record** page
 - Enter your name and social security number EXACTLY as it appears on your government-issued identification that you will take with you on test day
 - Complete primary address, city, state, zip code
 - Provide at least one **VALID** phone number
 - Enter a **VALID**, current email address
 - Review all information for accuracy & make any required changes
- Step 3. Click **Submit**
- Step 4. You will receive a Candidate ID which will appear at the top of the page
(Write this number down as you will need this each time you enter the system)
- Step 6. Close out of the system
- Step 5. In a few minutes you will receive an email which will contain your login ID, a web link to activate your account, and an account authorization code.
- Step 6. Write down your account authorization code, click on the link in the email and follow instructions to activate your account

- Step 7. Add Security Questions, click **Save**
- Step 8. If you wish, you can create a new username and password (**Remember to write down your username and password as you will need this to enter the site in the future**)
- Step 8. Click **Submit**
- Step 10. Review your Personal Information to ensure accuracy
- Step 11. Review the **End User License Agreement**
- Step 12. Click **Verify**

Your Profile is now complete

NEXT:

1. Indicate if you will be needing any ADA (Americans with Disability Act) accommodations.
2. If you have a “documented” disability and require accommodations, select the **Yes** radio button. Otherwise, select **No** and click on the **Submit Form** button at top of page.
NOTE: If you select **Yes**, that you require an ADA accommodation, you will be required to submit appropriate documentation and your application will be placed on hold. You will be notified if/when your accommodation has been approved.
3. Select your appropriate Eligibility Route (**SELECT ONLY ONE**)
4. Fill out the ENTIRE application (may be multiple pages) and answer all questions completely or your application will not be complete and you will not be able to proceed.
5. Complete all Sections as applicable and **Submit Form** (be sure that you sign and date each section as required)
6. You will receive an email stating that your application is pending review by Credentia.
7. Please revisit your Home Page in 24-48 hours for further instructions.