

# Candidate Guide

For **Pennsylvania Nursing Assistant** Candidates



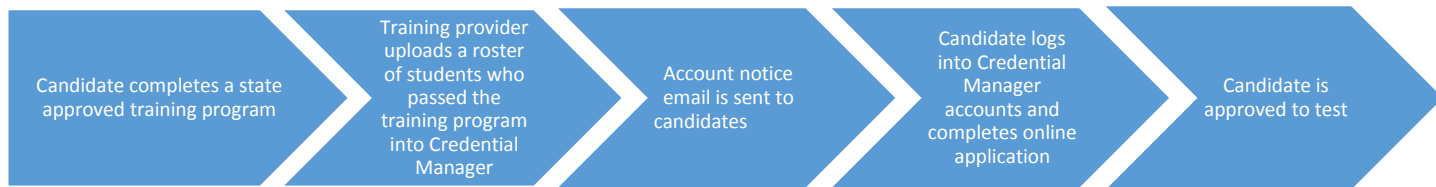
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# Introduction

Any candidate who wants to work as a Certified Nursing Assistant is required to complete an approved training program and successfully complete a written and skills examination. This document will provide a step by step process.

A candidate's steps to be eligible to take an examination are:



## Training program candidate account activation notice

Candidates will receive an email after a training roster of students who have successfully completed the training program is imported. **All candidates must first activate their accounts.** To do this, they log into Credential Manager and complete their online application so they are approved to schedule their test.

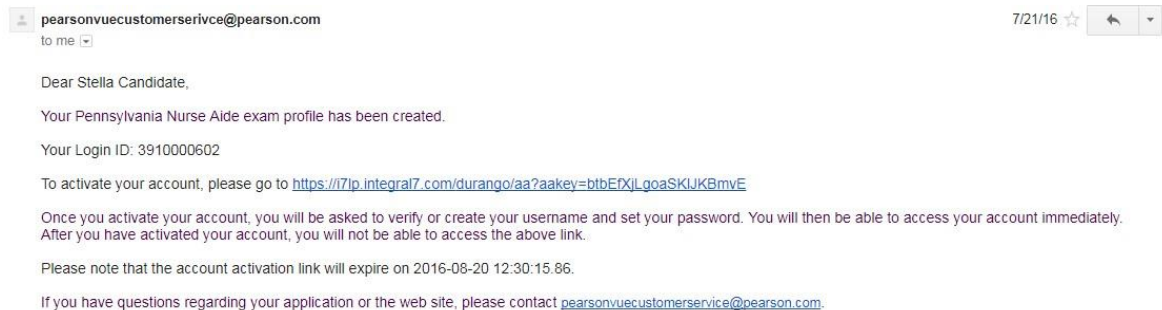
**IMPORTANT NOTE:** Do NOT create a new account using the *Create Your Account* link. This link is for candidates of a different eligibility route and not for those who are becoming a nurse aide for the first time. PLEASE WAIT FOR AN ACTIVATION EMAIL TO BE RECEIVED which will notify you as proof that successful completion of training has occurred. The activation email will give you an account activation link that can be used to activate your Credential Manager account.

# Activate Credential Manager Account

**Candidates:** Follow the steps below to activate your Credential Manager account.

1

You will receive an account activation email. Click the activation link in the email as shown in the example below:



2

On the New Registration page, you can change your username from the default assigned. Then, enter a password for your account and click **Submit**.

The screenshot shows the "New Registration" page. It has a heading "New Registration" and a message "Security Questions Added/Updated Successfully. Enter a new Username and Password below." There are three input fields: "Username" (containing "0610000200"), "Password", and "Confirm Password".

3

Enter your personal information. **You have one attempt to update your name so please ensure your name matches your government issued ID that you will bring on test day.**

The screenshot shows the "Personal Information" page. It has a heading "Personal Information" and a sub-heading "Candidate Record". Below the sub-heading is a message: "Initially, and every 180 days, we like to verify your demographic information. Please verify your information or use the Update Personal Info link to the left to make the appropriate changes. Once verified, you may access the other areas of the site." There is a note: "Fields marked with an \* are required." Below this is a section titled "General Information" with a sub-note: "Verify that name is as it should appear on certificate." There is a message: "Enter your name and social security number EXACTLY as it appears on your government-issued identification." There are four input fields: "Prefix", "First Name" (containing "Amy"), "Middle Name", and "Last Name" (containing "Candidate"). There is a table with three columns: "ID Name", "ID", and "Last Updated". The table contains two rows: "Registry ID" with value "0610000200" and date "02/22/2016", and "PROVIDERWEBID" with value "0610000200" and date "02/22/2016".

4

Scroll to the bottom of the page and review the End User License Agreement. Then click **Verify**. *You will be directed to the Home Page to begin the application process.*



5

**You must now complete your application to take the NNAAP exam.**

As a new nurse aide who just completed their training program, or if you were required to take your training over again, you should select the E0 eligibility route.

#### Home Page

Rachell Candidate - 391884



Important Information

#### Welcome to the Pennsylvania Nurse Aide Credential Management System!

Carefully read the choices below, and select the eligibility route that is right for your situation:

##### **E0 – You have completed a nurse aide training program**

approved by the Pennsylvania Department of Education, within the last twenty-four (24) month.

*Note: your training program is required to upload proof of training in order for you to schedule.*

*Please ensure your training program has your exact name and email address as listed on your account in order to ensure that your training program information uploads successfully to your account.*

**\*\* If you are selecting an eligibility route other than E0, please go to last page of document for instructions on creating your Credential Manager account.**

# Testing Accommodations

1

Credentia is committed to ensuring access for all individuals with disabilities and supports the intention of the Americans with Disabilities Act as Amended (ADAAA). Credentia provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations. The purpose of accommodations is to provide candidates with full access to the test.

You notify Credentia if you require an accommodation through your application form.

\* Are you requesting testing accommodations due to a documented disability?

☐ No ☐ Yes

If Yes, and you have not yet submitted your accommodations request, you must do so before you can schedule your exam. [Click here to complete the Pearson VUE accommodations application.](#)

**If no ADA accommodation was requested through this form,** and after you have completed the remainder of the form, you will see the following landing page and can schedule your exam by clicking on the link, **CLICK HERE TO SCHEDULE YOUR NURSE AIDE EXAMINATION.**

Congratulations! You have successfully completed your Nursing Assistant training program and your application.

[Click here to schedule your Nurse Aide examination\(s\).](#)

**If you do require an ADA accommodation,** you should note this on the application form. Afterwards, you will need to complete an online application through the main Pearson VUE website. You can access the online ADA accommodation through this link:

[http://www.pearsonvue.com/accommodations/pv\\_review.asp?clientName=Pennsylvania%20Nurse%20Aides](http://www.pearsonvue.com/accommodations/pv_review.asp?clientName=Pennsylvania%20Nurse%20Aides)

You will be unable to schedule your exam until your accommodation request is approved.

Once your accommodation is approved, the accommodations team will contact you and schedule your exam for you.

If your accommodation request is not approved, you will still be able to schedule your exam and you will be notified via email of your eligibility to schedule your exam.

Also note: other circumstances may require E0 Form review by the state. If this is the case, Credential Manager will notify you that a form review is required. Once the form has been reviewed and approved by the state, you will receive an email notifying that you are now able to schedule your exam and will see the above link on your landing/home page.

# Scheduling your Pennsylvania Nurse Aide exams

After hitting submit on your application:

**4 - CANDIDATE STATEMENT**

**\* 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 Pennsylvania.**

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

**\* Candidate Signature** (Type your full legal name.)

**\* Date**  
(MM/DD/YYYY)

You will now receive the following message:

Congratulations! You have successfully completed your Nursing Assistant training program and your application.

[Click here to schedule your Nurse Aide examination\(s\).](#)

1

## Scheduling system.

Once you are in the Scheduling System, you will be required to select one exam at a time. Credentia recommends all candidates schedule SKILLS exam first as these exams fill up faster than the written exams.

Pearson | VUE

Pennsylvania Nurse Aides

Home My Profile My Order Return to Testing Program website Sign Out

Signed In as: test1 candidate  
Candidate ID: 391182467

Nurse Aide Pennsylvania Exams

Pre-approved Exams

- PR: NNAAP Skills
- AW: NNAAP Written
- AO: NNAAP Oral English

My Account

- > My Profile
- > Preferences
- > Exam History
- > My Receipts

Upcoming Appointments

You do not have any appointments scheduled.

2

## Exam Details

Signed In as: Nurse Aide zzCandidate  
Candidate ID: 3400855371[View My Authorization Information](#)Exam: PR: NNAAP Skills  
[View Testing Policies](#)

Price\*: USD 77.00

Language: English

*\*Prices listed are based on today's date and do not include local taxes which may be applicable.*[Previous](#)[Schedule this Exam](#)Copyright © 1996-2016 Pearson Education, Inc. or its affiliate(s). All rights reserved. [Terms](#) | [Privacy](#) | [Contact](#)

Verify this is the correct exam. Click SCHEDULE THIS EXAM.

3

For regional test centers, candidate can key in their address and the system will give the three closest centers to their home address. Choose up to 3 sites at a time for availability  
(If using an In-Facility (INF) Center, type in INF code)  
Choose a center. Click NEXT

Find Regional Test Centers (RTS) Near You

Your Address:

or

Find In-Facility Test Centers (INF)

Test Center Code:

4

Available dates are shaded. Click on one any of the shaded dates.

### Choose Appointment

Signed In as: test1 candidate  
Candidate ID: 391182467

Exam Selection: PR: NNAAP Skills | Language: English [Change Exam](#)

#### Test Center

- ☐ **QUALITY LIFE SERVICES - RTS**  
612 Main st  
Butler, Pennsylvania 16001  
United States
- ☐ **STEEL CENTER - RTS**  
565 North Lewis Run Road  
Jefferson Hills, Pennsylvania 15025  
United States
- ☒ **GREENSBURG CARE CENTER - RTS**  
119 INDUSTRIAL PARK ROAD  
GREENSBURG, Pennsylvania 15601  
United States

[Change Test Centers](#)

#### Select Date [Why can't I find an available appointment?](#)

November 2017							December 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

Available Start Times: Saturday, November 25, 2017 at GREENSBURG CARE CENTER - RTS

Morning	Afternoon
10:00 AM	None available

Select first available time. If no slots in AM session, check PM session.  
Review order. If OK CLICK. You will then be taken to your shopping cart.



My Order

Signed In as: test1 candidate  
Candidate ID: 391182467

Description	Details	Price	Actions
<b>Exam</b> PR: NNAAP Skills Language: English Exam Length: 30 minutes	<b>Appointment</b> Saturday, November 25, 2017 Start Time: 10:00 AM EST <a href="#">Change Appointment</a>  <b>Location</b> GREENSBURG CARE CENTER - RTS 119 INDUSTRIAL PARK ROAD GREENSBURG, Pennsylvania 15601 United States <a href="#">Change Test Center</a>	70.00	<a href="#">Remove</a>

Total Due

Subtotal:	70.00
Estimated Tax:	0.00
<b>ESTIMATED TOTAL DUE:</b>	<b>USD 70.00</b>

[Add Another Exam](#)
[Proceed to Checkout](#)

Click ADD ANOTHER EXAM to begin adding the written exam to your order.

5

## Repeat process for WRITTEN

**Remember, all new first time test takers must test both exams on the same day at the same test site.**

Once both exams are scheduled, verify order. **CLICK PROCEED TO CHECKOUT**

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Pennsylvania Nurse Aides

[Home](#)
[My Profile](#)
[My Order](#)
[Return to Testing Program website](#)
[Sign Out](#)

My Order

Signed In as: test1 candidate  
Candidate ID: 391182467

Description	Details	Price	Actions
<b>Exam</b> PR: NNAAP Skills Language: English Exam Length: 30 minutes	<b>Appointment</b> Saturday, November 25, 2017 Start Time: 10:00 AM EST <a href="#">Change Appointment</a>  <b>Location</b> UPMC CANTERBURY PLACE - RTS 310 FISK STREET York classroom PITTSBURGH, Pennsylvania 15201 United States <a href="#">Change Test Center</a>	70.00	<a href="#">Remove</a>
<b>Exam</b> AW: NNAAP Written Language: English Exam Length: 120 minutes	<b>Appointment</b> Saturday, November 25, 2017 Start Time: 08:00 AM EST <a href="#">Change Appointment</a>  <b>Location</b> UPMC CANTERBURY PLACE - RTS 310 FISK STREET York classroom PITTSBURGH, Pennsylvania 15201 United States <a href="#">Change Test Center</a>	32.00	<a href="#">Remove</a>

Total Due

Subtotal:	102.00
Estimated Tax:	0.00
<b>ESTIMATED TOTAL DUE:</b>	<b>USD 102.00</b>

[Add Another Exam](#)
[Proceed to Checkout](#)

6

Confirm Personal Information. CLICK NEXT

*Nurse Aide*  
Signed In as: Nurse Aide zzCandidate  
Candidate ID: 3400855371

## Checkout - Step 1: Confirm Personal Information

Confirm Personal Information
Agree to Policies
Enter Payment
Submit Order
Summary

IMPORTANT: Your name must exactly match the identification that is presented at the test center or you will not be able to sit your exam.

Name: Nurse Aide zzCandidate

Telephone: +1 360-555-5555

Previous
Next

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Checkout - Step 2: Agree to Policies

Signed In as: test1 candidate  
Candidate ID: 391182467
Confirm Personal Information
Agree to Policies
Enter Payment
Submit Order
Summary

## Nurse Aide Pennsylvania Policies

PR: NNAAP Skills

## Admission Policy

You must arrive 30 minutes prior to your scheduled time for BOTH the written and skills examinations. If you are late for the written examination you will not be allowed to test and your fees will not be refunded. Skills evaluation times are approximate.

You will be required to bring two (2) original forms of current, not expired, official signature-bearing identification one of which must be photo-bearing. One must be from a U.S. government-issued Social Security card, signed and non-laminated. Your name and social security number on your identification must be the same as the name and social security number you used on the application to register.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor and notes. Phones, pagers, or any other electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the test center.

☐ I have read and agree to the Nurse Aide Pennsylvania policies listed above.

Previous

Next

Review Pennsylvania Nursing Assistant Testing Policies. Read, agree by putting ✓. CLICK NEXT

Add your credit card information (or voucher code information if you were given a voucher code from your training program provider)

**Checkout - Step 3: Enter Payment** Candidate ID: 34008553/1

Confirm Personal Information   Agree to Policies   **Enter Payment**   Submit Order   Summary

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**Order Total**

Subtotal: 101.00

Estimated Tax: 0.00




**ESTIMATED TOTAL DUE: USD 101.00**

[Add Voucher or Promo Code](#) [What is this?](#)

Voucher/Promotion Code:  [Apply](#)

Required information is marked with an asterisk (\*).

**Card Details**

We accept the following cards:   

\*Card Type:

\*Card Number:   
(Do not include hyphens or spaces)

\*Expiration Date:

\*Cardholder's Name:   
(Name as it appears on card)

\*Security Code:  [What is this?](#)

**Billing Address**

This address must match the address that appears on the account.

\*Country:

\*Address 1:

Address 2:

Address 3:

\*City:

\*State:

\*Zip/Postal Code:

\*Telephone: +    
Country Codes

Your card will not be charged until you submit your order on the next page.

[Previous](#) [Next](#)

When completed CLICK NEXT

When scheduling is completed, you will receive confirmation notice via your email account.

- **Appointment Time:** 23 Mar 2016 at 08:00 (8:00 AM)
- **Duration:** 120 Minutes
- **Location:**

- **Accommodations Granted:** None
- **Directions:** From 85 S: Take exit 177 (Roxboro/Avondale exit). Make left at end of exit at the light & keep straight until you get to Club Blvd. Turn right on Club Blvd (at light) & drive about 1-2 miles. Stop at 1420 East club Blvd (right before stop light). There is a Town & Country gas station on left and school is brick building on right. From 85N: Take exit 177 (Roxboro/Avondale exit). Make right at end of exit at light & keep straight until you get to Club Blvd. Turn right on Club Blvd (at light) & drive 1-2 miles. Stop at 1420 East Club Blvd (right before stop light). There is a Town & Country gas station on left and school is brick building on right. Park in front of the building.

#### Exam Policies

- **Admission Policy:** For *NNAAP Written, NNAAP Skills* :  
You must arrive 30 minutes prior to your scheduled time for BOTH the written and skills examinations. If you are late for the written examination you will not be allowed to test and your fees will not be refunded. Skills evaluation times are approximate.  
You will be required to bring two (2) original forms of current, not expired, official signature-bearing identification one of which must be photo-bearing. One must be from a U.S. government-issued Social Security card, signed and non-laminated. Your name and social security number on your identification must be the same as the name and social security number you used on the application to register.  
No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor and notes. Phones, pagers, or any other electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the test center.  
Please refer to the North Carolina Nurse Aide I handbook for additional details and information.
- **Reschedule Policy:** For *NNAAP Written, NNAAP Skills* :  
Fees are non-refundable and non-transferable. If you wish to reschedule your exam, you must contact Pearson VUE at least nine (9) calendar days before your scheduled examination date. You are permitted one (1) time to re-schedule your examination without penalty. Your fee will be transferred to your new examination date. Rescheduling less than nine (9) calendar days prior to your scheduled examination will result in forfeiting your exam fees.
- **Cancel Policy:** For *NNAAP Written, NNAAP Skills* :  
Fees are non-refundable and non-transferable. If you wish to re-schedule your exam, you must contact Pearson VUE at least nine (9) calendar days before your scheduled examination date. You are permitted one (1) time to re-schedule your examination without penalty. Your fee will be transferred to your new examination date. Rescheduling less than nine (9) calendar days prior to your scheduled examination will result in forfeiting your exam fees.

#### Order Confirmation

Order Number: 0028-0071-1000

##### Exam Registrations

- **Exam:** PR: NNAAP Skills, English
- **Quantity:** 1
- **Price:** \$US 77.00
- **Candidate:**

- **Appointment Time:** 23 Mar 2016 at 13:00 (1:00 PM)
- **Duration:** 30 Minutes
- **Location:**

Ideal Health Institute RTS34052  
1420 EAST CLUB BLVD  
DURHAM NC 27704  
United States  
Phone: 919-596-6811

- **Accommodations Granted:** None
- **Directions:** From 85 S: Take exit 177 (Roxboro/Avondale exit). Make left at end of exit at the light & keep straight until you get to Club Blvd. Turn right on Club Blvd (at light) & drive about 1-2 miles. Stop at 1420 East club Blvd (right before stop light). There is a Town & Country gas station on left and school is brick building on right. From 85N: Take exit 177 (Roxboro/Avondale exit). Make right at end of exit at light & keep straight until you get to Club Blvd. Turn right on Club Blvd (at light) & drive 1-2 miles. Stop at 1420 East Club Blvd (right before stop light). There is a Town & Country gas station on left and school is brick building on right. Park in front of the building.
- **Exam:** AW: NNAAP Written, English
- **Quantity:** 1
- **Price:** \$US 24.00
- **Candidate:**

- **Cancel Policy:** For *NNAAP Written, NNAAP Skills* :  
Fees are non-refundable and non-transferable. If you wish to re-schedule your exam, you must contact Pearson VUE at least nine (9) calendar days before your scheduled examination date. You are permitted one (1) time to re-schedule your examination without penalty. Your fee will be transferred to your new examination date. Rescheduling less than nine (9) calendar days prior to your scheduled examination will result in forfeiting your exam fees.
- **Additional Information:** For *NNAAP Written, NNAAP Skills* :  
Since unexpected situations occur, NACES Plus will consider excusing an absence. Please refer to the North Carolina Nurse Aide I candidate handbook for absence policy.  
**Note:** First time test takers MUST schedule to test BOTH the Written (or Oral) Examination and Skills Evaluation for the same day AND at the same location.

#### Order Contact

#### Order Amounts

- **List Price:** \$US 101.00
- **Discount:** \$US 0.00
- **Fees:** \$US 0.00
- **Tax:** \$US 0.00
- **Order Total:** \$US 101.00

#### Payments/Refunds

Payment/Refund	Type	Number	Amount	Paid	Status
Payment	Credit Card/VISA	*****	\$US 101.00	22 Feb 2016 at 13:08 (1:08 PM)	Accepted

Tax displayed is the net total of all taxes charged on this order. A detailed breakdown of the taxes charged will be displayed on the invoice that will be emailed.

# I am an E-1, E-3, E-4, or Reciprocity candidate who did not complete a state approved training program.

1. Go to <https://i7.integral7.com/pana>
2. Under the New Users click on Create an account.

The screenshot shows the login page for the Pennsylvania Nurse Aide Testing Credential Management System. At the top, there are logos for the Pennsylvania Department of Health and the Pennsylvania Department of Human Services, along with the text "Pennsylvania Nurse Aide Testing Credential Management System". Below the logos, there are two main sections: "Returning Users Login" and "New Users". The "Returning Users Login" section has fields for "Username" and "Password", and a "Login" button. The "New Users" section has a "Click here" link, a "Create an account" link, and a list of bullet points: "are a lapsed nurse aide and want to take the Nurse Aide exam", "have not completed a nurse aide training program and want to take the Nurse Aide exam", and "want to be added to the registry via Reciprocity".

3. You will need to agree to the Terms of Use Candidate ID Agreement. After reading agreement, click on the Create a profile link. \*Please note that you should not create a new account if you previously had one.

The screenshot shows the "Terms of Use" page for the Pennsylvania Nurse Aide Testing Credential Management System. The page has a title "Terms of Use" and a sub-header "Candidate ID Agreement". The main text reads: "Welcome to the Nurse Aides Pennsylvania Credentials Management System for Nurse Aide Registration. As a first time user of this web site, we want to inform you of the steps required to set up an account and to emphasize the importance of keeping your contact information current. After reviewing and agreeing to these terms, you will be taken to the 'New Registration - Candidate Record' page to begin the account creation process by filling in personal information such as email address, company name and Partner Company (if this is pre-populated, please verify it is correct, if not simply change it to the correct partner company) and all the required fields or to the 'Edit Personal Information' page to add or verify the Partner Company and complete all the required fields. New users to the system will be issued a candidate ID and directed to complete the account activation process. Be sure to keep all of your contact information current through the 'Update Personal Info' link in order to ensure we can contact you as necessary (i.e. important emails, certification achievement)". Below the text, there is a section titled "Click on the following link:" with a link "Create a profile" and a large black arrow pointing to it. At the bottom, there is a note: "If you do not agree to these terms, simply close out or leave this browser page."

4. Complete all required information and click submit
5. You must now complete your application to take the NNAAP exam.