

## How To Register For Exams



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# MFA Mandatory Logins

Step 1: Enter your email address and password.

Step 2: Choose where you want to have your verification code sent.

Step 3: Enter the verification code and click Submit

**Two Factor Authentication Required**  
Please select your preferred two factor authentication method

Email  Text Message

Submit

[< Back to Sign In](#)

**Confirm code**  
Please enter with the verification code sent to your phone number or email

Verification Code

Submit

[< Back to Sign In](#)

# How to Create a CNA365® Account

2

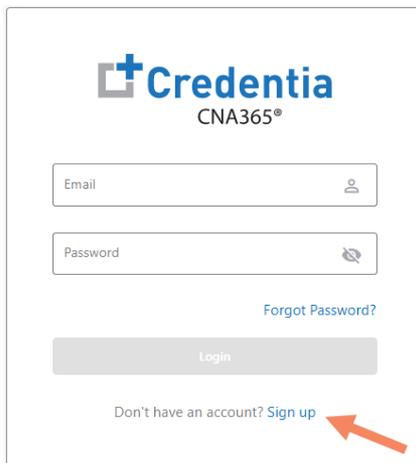
Click the “CNA365” button at the top of your state website page at [www.credentia.com](http://www.credentia.com)



3

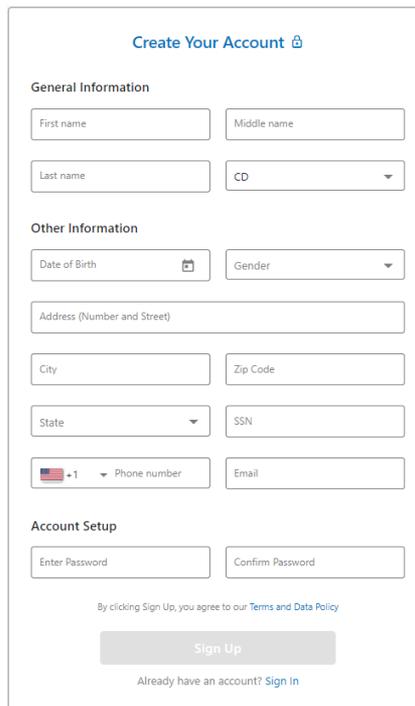
Select the “Sign Up” link on the CNA365® login page

 **TIP:** bookmark the CNA365® login page



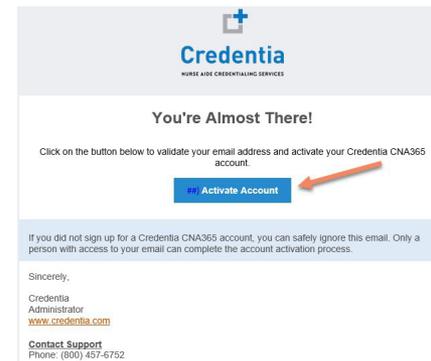
4

Fill out the new account form and select “Sign Up” button



5

Check your email for your account confirmation and click the link to confirm your account



# 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

The screenshot displays the Credentia CNA365 dashboard. On the left is a navigation sidebar with the following items: Dashboard (highlighted), Application, Exam Schedule, Grievance Form, Manage Profile, Help, Registry, and Toggle Sidebar. The main content area features a welcome message for Diana Wells and a workflow diagram. The workflow consists of five steps: Fill Application Form, Register For Exam, Start Exam, Check Exam Scores, and Get Certified. A blue button labeled '+ Start New Application' is positioned below the workflow diagram. The top right corner of the dashboard includes icons for a shopping cart with a '0' notification, a bell, and a user profile.

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# How to Submit a Testing Application

## Step 2 – Select Your Eligibility Route

### STEP 2

To determine your eligibility route, please visit [credentia.com](https://credentia.com). Select your eligibility route, confirm your eligibility route by checking the box, and then select the “Start” button.

**Credentia**  
CNA365\*

Dashboard

**Application**

Exam Schedule

Grievance Form

Manage Profile

Help

Registry

Toggle Sidebar

### Select Application

Home / Application / Select Application

**State**

Pennsylvania

**Select Your Eligibility Route**

- E0 – Nurse Aide Training Program Completion
- E3 – Pennsylvania Nurse Aide License Has Lapsed
- E4 – Other State Nurse Aide License Has Lapsed
- E6A – Temporary Nurse Aide - Examination

**Instructions**

Please complete all items marked as required. You are responsible for completing this form if you wish to take the NNAAP® Examination. You may receive assistance from your employer or someone from your training program to complete it. The personal information used on this form and from your enrollment information, entered and verified during the online enrollment process, is used only to determine your eligibility to test. Failure to provide complete and accurate information may delay your nurse aide test or prevent your entry on the Registry. Please ensure your address information is correct before submitting this application. Once submitted, your application will be reviewed by Credentia and/or the state to confirm your eligibility to register for the NNAAP exam. 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.

**Start**

# How to Submit a Testing Application

## Step 3 – Complete Application

### STEP 3

Click on each section to enter the required information and upload all supporting documentation. Failure to submit documentation will delay application processing.

**Credentia**  
CNA365®

Dashboard  
**Application**  
Exam Schedule  
Grievance Form  
Manage Profile  
Help  
Registry

**Application Form**  
Home / Application / Application Form

**Cancel** **Save as Draft** **Submit**

**Pennsylvania Nurse Aide Testing Application**  
Eligibility Route: E0 Nurse Aide Training Program Completion

Section 1 Training Program Completion ⓘ

**1. Training Program**  
Select your training program from the drop down list.

Training Program

**2. Course Completion Date** ⓘ  
Enter your training program completion date.

Select Date  
11/22/2021

Section 2 Screening Questions ⓘ

Section 3 Accommodations ⓘ

Section 4 Registrant Certification ⓘ

**Application Progress**

- Training Program Completion
- Screening Questions
- Accommodations
- Registrant Certification

Section name turns green after completion

Click each section to complete application

**!** 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. Your application status will remain pending until it is processed. You may login to CNA365 at any time to check the status of your application.

The screenshot shows the CNA365 application form submission interface. On the left is a navigation menu with options: Dashboard, Application (highlighted), Exam Schedule, Grievance Form, Manage Profile, Help, and Registry. The main content area is titled "Application Form" and shows the "Pennsylvania Nurse Aide Testing Application" with an eligibility route of "E0 Nurse Aide Training Program Completion". The form is divided into four sections: Section 1 (Training Program Completion), Section 2 (Screening Questions), Section 3 (Accommodations), and Section 4 (Registrant Certification). Section 4 contains a certification statement and a checked box for "Yes, the information on this application is true and correct." Below this are fields for "Candidate Signature" and "Select Date" (11/26/2021). On the right side, there is an "Application Progress" sidebar showing a vertical list of steps: Training Program Completion, Screening Questions, and Accommodations, with the first step being active. At the top right of the form area are three buttons: "Cancel", "Save as Draft", and "Submit" (highlighted with a red arrow).

# How to Submit a Testing Application

## Checking Your Application Status

The screenshot shows the Credentia CNA365 application status page. The left sidebar contains navigation options: Dashboard, Application (highlighted), Exam Schedule, Grievance Form, Manage Profile, Help, and Registry. The main content area is titled 'Application' and shows the path 'Home / Application'. The application title is 'Pennsylvania E0 - Nurse Aide Training Program Completion Application'. The current status is 'Pending' (indicated by a yellow circle with a 'P'), submitted on '26th November, 2021 / 8:31 PM'. Below this, a table shows 'Application ID: 646' and 'Submitted Date: 26/11/2021'. A 'Summary' button is located at the bottom right of this section.

Click "Summary" button to see status of your application

The screenshot shows the 'Application Summary' page. The title is 'Pennsylvania Nurse Aide Testing Application' with the eligibility route 'E0 Nurse Aide Training Program Completion'. The main content area is divided into four sections: 'Section 1 Training Program Completion', 'Section 2 Screening Questions', 'Section 3 Accommodations', and 'Section 4 Registrant Certification'. On the right side, there is an 'Application Process' section with a timeline. The timeline shows two steps: 'Candidate Submitted' (26th November, 2021 / 8:31 PM) and 'TrainingInstitute Pending' (26th November, 2021 / 8:31 PM). The first step is marked with a green checkmark, and the second step is marked with a red 'X'.

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

You may only schedule an exam once your application has been approved. Select “Exam Schedule” from the navigation menu and then select the “Register for Exam” button



 Dashboard

 Application

 **Exam Schedule**

 Grievance Form

 Manage Profile

 Help

 Registry

### Exam Schedule

[Home](#) / [Exam Schedule](#)



Exam Not Found

**Register For Exam**



# 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

E0 - Nurse Aide Training Progra... !

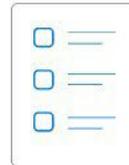
Select Exam Type

Nurse Aide Written Exam

Nurse Aide Oral English Exam

Nurse Aide Oral Spanish Exam

Nurse Aide Skills Exam



Select exam type to schedule your exam

# How to Schedule an Exam

## Step 3 - Schedule Online Exam

### STEP 3

To schedule an online written/oral exam:

1. Select online exam
2. Select your time zone
3. Select your preferred exam date (note that days in bold have exam times available and disabled days have no available exam times)
4. Select your preferred time of day range for the exam date selected
5. Select one of the available time slots
6. Select “Add Cart” button

The screenshot illustrates the exam scheduling process in two stages. The left stage shows the initial selection of exam type, time zone, and date. The right stage shows the selection of a time range and then a specific time slot.

**Step 1:** Select Your Exam Type. The "Online" radio button is selected.

**Step 2:** Select Time Zone. The dropdown menu shows "(UTC-07:00) Arizona".

**Step 3:** Select Date. A calendar for December 2021 is shown. The date 20 is selected. A note indicates that days in bold have available exam times, while disabled days do not.

**Step 4:** Select Range. Three time range options are shown: "08 AM - 12 PM", "12 PM - 04 PM", and "04 PM - 08 PM".

**Step 5:** Available Slots. A row of time slots is shown: 10:30, 11:00, 11:30, 10:00, 10:45, 11:15, 11:45, and 10:15.

**Step 6:** Add Cart. The "Add Cart" button is highlighted.

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# How to Schedule an Exam

## Step 4 – Schedule Test Center Exam

### STEP 4 – Option #1

#### 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

The screenshot displays a web interface for scheduling an exam. It is divided into several sections:

- 1. Select Your Exam Location:** A radio button labeled "Test Center" is selected.
- 2. Select Your Exam Date Range:** A date range selector shows "5/24/2022" to "6/23/2022" with a calendar icon.
- 3. Search by Mileage Radius or Test Center:** Two radio buttons are present. The first, "Search a Test Center by Mileage Radius", is selected and highlighted with a red arrow. The second is "Search a Test Center by Code or Name".
- Search for Test Center Near You by Mileage Radius:** This section contains two input fields: "Your Address" and "Mileage Radius". Below them is a blue button labeled "Search by Radius".
- Available Exam Dates:** A list of dates is shown, with "06-01-2022" selected.
- Test Center Details:** A grey bar displays "EDUCATORS INC - RTS", "12 Commerce Avenue", a blue link for "Get Directions", and "Distance 99 miles".
- Available Exam Times:** A list of times is shown, with "10:00 AM" selected.
- Bottom Buttons:** Two buttons are located at the bottom right: "Add Cart" and "Pay Now".

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# How to Schedule an Exam

## Step 4 – Schedule Test Center Exam

### STEP 4 – Option #2

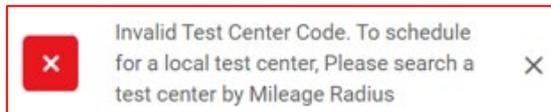
#### OPTION #2: Search by Test Center Code

1. Select “Search a Test Center by Code”
2. Enter Test Center ID provided to you by your training program next to “INF”
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

- If a full 5-digit code is not entered, or if any other characters are entered there will be a red alert under the search area

**Test center code must start with the letters INF followed by 5 digits**

- If an invalid code has been entered an error message will appear

A screenshot of a web application interface for scheduling an exam. The interface is divided into three main sections:  
1. **Select Your Exam Location**: A radio button labeled "Test Center" is selected.  
2. **Select Your Exam Date Range**: A date range selector shows "8/12/2023" to "8/31/2023" with a calendar icon.  
3. **Search by Mileage Radius or Test Center**: Two radio buttons are present. "Search a Test Center by Mileage Radius" is unselected, and "Search a Test Center by Code" is selected. Below this, there is a heading "Search for a Test Center Near You by Code" and a text input field labeled "Test Center Code" containing the text "INF". A blue button labeled "Search by Code" is positioned below the input field. An orange arrow points from the "Search a Test Center by Code" radio button to the "Search by Code" button, and another orange arrow points from the "Search by Code" button to the "Test Center Code" input field.  
Below the search section, a grey bar displays "EDUCATORS INC - RTS", "12 Commerce Avenue", a "GetDirections" link, and "Distance 99 miles". Below this bar, a time selector shows "10:00 AM". At the bottom right, there are two buttons: "Add Cart" and "Pay Now".

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# How to Schedule an Exam

## Step 5 - Enter Payment Information or Voucher in Shopping Cart

### STEP 5

#### 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" section with a collapse arrow. Under "Credits/Debit Cards", there are four input fields: "Enter Card Number", "Enter Card Name", "YYYY/MM", and "CVV". At the bottom right, there 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. It lists the exam: "Nurse Aide Written Exam" for \$0. Below that, it shows "E6A - Temporary Nurse Aide - Examination". A table displays exam details:

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

Below the table is a red-bordered input field for the promo code "PA7B76FC7INI" and an "Apply Code" link. At the bottom, the "Total" is \$0, and there is a "Schedule Now" button.

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