

A photograph of a young woman with brown hair tied back, wearing blue scrubs, leaning over the back of a black wheelchair. She is smiling and holding the hand of an elderly woman with short, wavy grey hair. The elderly woman is wearing a light blue button-down shirt over a white top and light-colored pants. She is also smiling. The background is a plain, light color.

Tennessee Employer Console

Quick Reference Guide

June 2026

A decorative graphic in the bottom right corner consisting of a blue curved shape with a white outline, resembling a stylized wave or a partial circle.

Process Flow: Approving Renewal and Reinstatement Applications



When an employer is added to the Credentia Platform an email will be triggered to provide access. Employers should not create their own account.

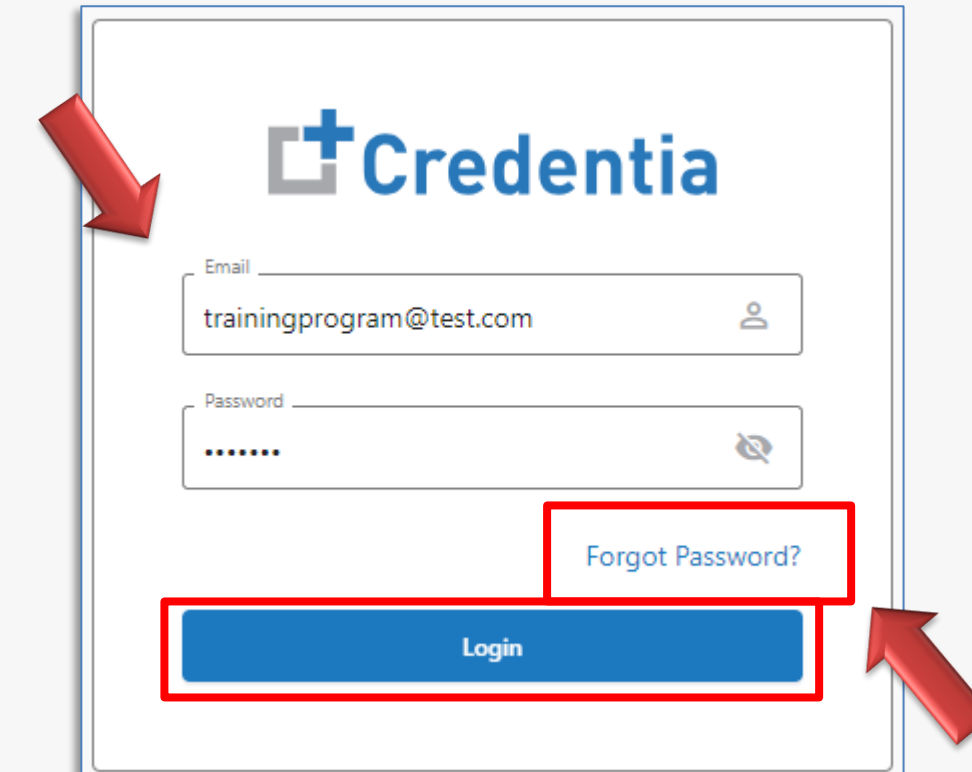
Credentia Login

1.

- Go to www.credentia.com to log in
- Click on Login on the top right corner of the screen

2.

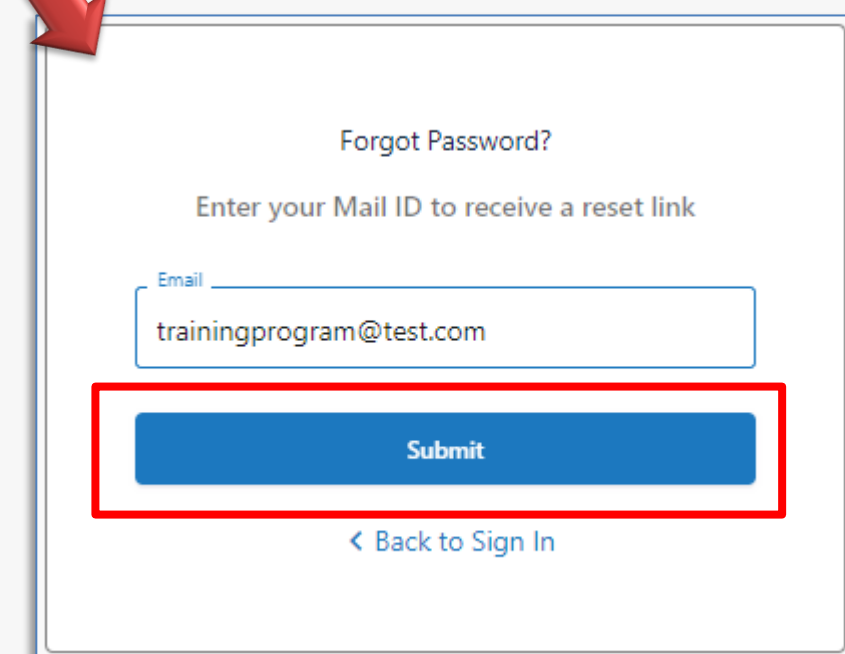
- Type in your registered email ID and Password to login
- Click on Login



The screenshot shows the Credentia login page. At the top, there is a navigation bar with the Credentia logo and several menu items: Test Takers, Test Centers +, Nurse Aide Evaluator, Help Center +, Company +, Practice Exams, and Login. The Login button is highlighted with a red box. Below the navigation bar, there is a banner for the National Nurse Aide Assessment Program (NNAAP) and Medication Aide Certification Exam (MACE) with NCSBN. The main content area features the heading "Empowering the Next Generation of Nurse Credentialing" and a "Find My Exam" button. A large image shows a nurse in light blue scrubs holding the hand of an elderly man in a wheelchair. A red arrow points from the "Login" button in the navigation bar to the login form below.

- To reset your password, click on Forgot Password?
- Type in your registered email ID and click on Submit.
- Check your email for an Access Code to reset the password.

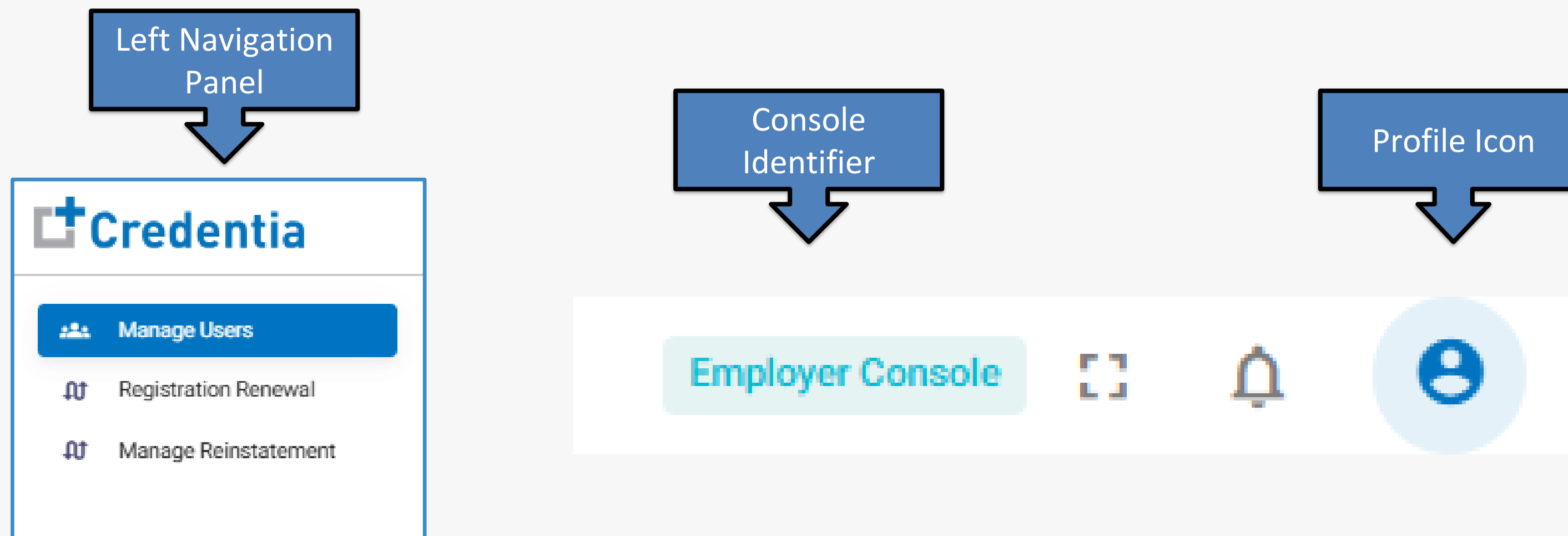
3.



The screenshot shows the "Forgot Password?" page. It has the heading "Forgot Password?" and the instruction "Enter your Mail ID to receive a reset link". Below this is an email input field containing "trainingprogram@test.com". A red box highlights the "Submit" button. At the bottom, there is a link that says "< Back to Sign In". A red arrow points from the "Forgot Password?" link on the previous page to this form.

Training Institute Console Menu

- The Credentia Employer Console has a left navigation panel, with tabs for different functions
- The top right menu bar shows the console identifier (Training Institute), and Profile Icon
- Clicking on any of the tabs on the Left Navigation Panel will display the details of that page in a Main Page view




Registration Renewal

Pending, Overdue, Approved,
Rejected or All Candidates

Action icon allows you
to View the
application

Registration Renewal

Home / Registration Renewal

Candidate ID	Candidate Name	State	Registration Name	Submission Date	Expiry Date	certificate Issue Date	Working Status	Status	Action
468926	Shola Kehinde Sodiq	Tennessee		May 14, 2026, 6:55:00 AM				Pending	

- All of the renewal applications that are pending your review will be in the “Pending” tab.
- Applications that have already been approved or rejected can be found under the “approved” or “rejected” tabs.
- Choose the eye action icon to view the application.

Registration Renewal and Reinstatement

View Details Download Application Add/View Notes Add Change Request Approve Reject

Home / Registration Renewal / View Details

Full Name vani kalgi arun	Security Number 6767	Candidate ID 468979	Address iuygtfd, kiuyhgfd, TN 76767, United States of America	Email TNuer33@credentiateam.testinator.com	Contact Number +18888888876
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Registration Name	Registration Number	Issue Date	Expiry Date	Status	Action
	TN17240931738	Jun 13, 2024, 9:02:56 AM	Jun 13, 2026, 9:02:56 AM	Active	👁

Registry Renewal

SECTION 1 PERSONAL INFORMATION VERIFICATION

If you have not verified that your personal information is correct, please do so before submitting this renewal form by clicking on "Manage Profile" in the left menu. If you have changes, you must make your changes BEFORE submitting this form.

I have verified that my Personal Information is correct

SECTION 2 REGISTRATION INFORMATION

Registration Number:

SSN:

Registration Expiration Date:

Registration Process

- ✔ **Candidate**
Submitted
1 Jun, 2026 | 5:27 AM
Submitted for approval
- ⚠ **Employer**
Pending
1 Jun, 2026 | 5:27 AM
Pending for approval

- Review the application to ensure that the individual completed the required 8 hours of work in the 24-month period prior to expiration date listed at the top of the application.
- If so you can approve the application and if not you can reject the application. You can provide a note that is viewable by the nurse aide.

Thank you

Credentia Support:



Support@credentia.com



888-204-6249 (8:00 AM to 8:00 PM EST)

