



Training Program Voucher Management Guide



How to Purchase Test Vouchers

Step 1 – Select Buy New Voucher

STEP 1

Select “Voucher” on the navigation menu and the select the “Buy New Voucher” button

The screenshot displays the Credentia CNA365 web application. On the left, a navigation menu includes 'Course Completions', 'Candidate Search', 'Voucher' (highlighted), and 'Manage Users'. The main content area is titled 'Voucher' and shows a breadcrumb 'Home / Voucher'. A search bar is present in the top right. Below the search bar is a table with the following data:

Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
Nurse Aide Skills Exam	NA-PR-PPD	\$80	0	0	↓
Nurse Aide Written Exam	NA-WR-PPD	\$55	0	0	↓
Nurse Aide Oral Exam	NA-OR-PPD	\$55	0	0	↓
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD	\$135	0	0	↓
Nurse Aide Oral Exam AND Skills Exam	NA-OR/PR-PPD	\$135	0	0	↓

At the bottom of the page, there is a pagination control showing 'The Page You're on 1' and 'Items Per Page 8' with a dropdown arrow, and '1 - 5 of 5' with navigation arrows.


How to Purchase Test Vouchers

Step 2 – Specify Voucher Quantities

STEP 2

Specify the quantity desired for each voucher type and select the “Add to Cart” button

Voucher Name	Voucher Price	
Nurse Aide Skills Exam	\$80	- 0 +
Nurse Aide Written Exam	\$55	- 0 +
Nurse Aide Oral Exam	\$55	- 0 +
Nurse Aide Written Exam AND Skills Exam	\$135	- 0 +
Nurse Aide Oral Exam AND Skills Exam	\$135	- 0 +

 [Add to Cart](#)

How to Purchase Test Vouchers

Step 3 – Enter Payment Information in Shopping Cart

STEP 3

Select payment method:

Add credit/debit card information and save card to your account by selecting “Save Card” button

Payment

[Home](#) / [Voucher](#) / [Buy New Voucher](#) / [Payment](#)

Saved Cards ▼

Payment Method

[Credit/Debit Card](#)



Enter Card Number

Enter Card Name

YYYY-MM CVV

[Cancel](#) [Save Card](#)

Payment Summary

Nurse Aide Written Exam AND Skills Exam		\$270	 
QTY	*	Price	
2		135	
Total			\$270

How to Purchase Test Vouchers

Step 4 – Make Payment

STEP 4

If paying by credit/debit card, select the card you entered from your “Saved Cards” button, enter the CVV code, and select the “Pay” button

Payment
Home / Voucher / Buy New Voucher / Payment

Saved Cards

	Name on card	Expires on
<input checked="" type="radio"/> xxxx xxxx xxxx 1111 visa	Phani Varma	10/2026

Enter CVV(?): CVV

Payment Summary

Nurse Aide Written Exam AND Skills Exam		\$270	
QTY	*	Price	
2		135	
Total		\$270	

Payment Method

How to Manage Test Vouchers

Assigning Vouchers to Candidates in CNA365®

VOUCHER LIST PAGE – “AVAILABLE” VOUCHERS

➤ Click on a voucher type on the voucher summary page to access the voucher detail page

- 1 Select the “Available” voucher list
- 2 Click the “Add Candidate” link for the voucher you would like to assign
- 3 Start typing the candidate name in the search box
- 4 Click on the desired candidate name from your search results
- 5 Click the “Assign” link next to the candidate name

The screenshot shows the 'Voucher List' page for 'Nurse Aide Written Exam AND Skills Exam'. It features a breadcrumb trail 'Home / Voucher / Voucher List' and a summary table with columns: Exam Name, Exam Code, State Name, and Total Vouchers. Below this is a 'Voucher List' section with tabs for 'Available', 'All', 'Used', 'Expired', and 'Assigned'. A table lists three vouchers with columns for Voucher Code, Expiration Date, Candidate Name, Voucher Status, and Action. The third voucher is 'Available' and has a '+Add Candidate' link. A search box at the bottom left is labeled 'The Page You're on' and the bottom right shows 'Items Per Page' set to 8 and '1 - 3 of 3'.

Voucher Code	Expiration Date	Candidate Name	Voucher Status	Action
PA6CA7B3B5Z0	Dec 4, 2022, 1:54:24 PM	Lisa Simpson	Assigned	↓
PA5AZ0D4Z2D9	Dec 4, 2022, 1:54:24 PM	Patty Smith	Assigned	↓
PA6GDDCG86C8	Dec 4, 2022, 1:54:24 PM	+Add Candidate	Available	↓

VOUCHER ASSIGNMENT

The screenshot illustrates the assignment process. On the left, a search box is used to find candidates. A list of candidates is shown with columns for Candidate Name and Course Completion Date. The candidate 'Ross Gellar' is selected. An arrow points to the right, where a modal window shows the selected candidate 'Ross Gellar' and an 'Assign' link.

Candidate Name	Course Completion Date
Ross Gellar	Nov 26, 2021, 12:30:00 PM
Monica Geller	Nov 26, 2021, 4:55:00 PM
Pheoby Buffey	Nov 26, 2021, 4:58:00 PM

How to Manage Test Vouchers






Distributing Vouchers to Candidates OUTSIDE of CNA365®

VOUCHER SUMMARY PAGE

Voucher
Home / Voucher

[+ Buy New Voucher](#)

Search

Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
Nurse Aide Skills Exam	NA-PR-PPD	\$80	2	0	
Nurse Aide Written Exam	NA-WR-PPD	\$55	0	0	
Nurse Aide Oral Exam	NA-OR-PPD	\$55	0	0	
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD	\$135	4	0	
Nurse Aide Oral Exam AND Skills Exam	NA-OR/PR-PPD	\$135	0	0	

The Page You're on Items Per Page 1 - 5 of 5 < >

Download vouchers to EXCEL file

- The voucher summary page displays the number of vouchers purchased and the number of vouchers used by type
- Select the download icon for the desired voucher type to download an EXCEL file of purchased vouchers
- For each voucher, download file includes voucher number, expiration date, and status (available, used, or expired)
- Instruct your candidates to use the voucher code you provide to them when scheduling an exam (applied at shopping cart checkout)

EXCEL VOUCHER DOWNLOAD FILE

	A	B	C
1	VoucherCode	Expiration Date	VoucherStatus
2	PA8DDA8VBEMF	12/09/2022	Available
3	PANN37EF97D4	12/09/2022	Available
4	PAF4CD1FE8Q6	12/09/2022	Available

How to Manage Test Vouchers

Voucher List Page – “Available” Vouchers

VOUCHER LIST PAGE – “AVAILABLE” VOUCHERS

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the “Available” voucher list, the following is displayed for each voucher:
 - Voucher code
 - Expiration date
 - Candidate name (if assigned)
- Select the download icon for the desired voucher to download an EXCEL file
- Instruct candidates to use the voucher code you provide to them when scheduling an exam (applied at shopping cart checkout)

Voucher
Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD		3

Voucher List

Available All Used Expired Assigned

Voucher Code	Expiration Date	Candidate Name	Voucher Status	Action
PA6CA7B3B5Z0	Dec 4, 2022, 1:54:24 PM	Lisa Simpson	Assigned	↓
PA5AZ0D4Z2D9	Dec 4, 2022, 1:54:24 PM	Patty Smith	Assigned	↓
PA6GDDCG86C8	Dec 4, 2022, 1:54:24 PM	+Add Candidate	Available	↓

The Page You're on

Items Per Page 8 1 - 3 of 3 < >

Download voucher to EXCEL file

EXCEL VOUCHER DOWNLOAD FILE

	A	B
1	VoucherCode	Expiration Date
2	PA8DDA8VBEMF	12/09/2022

How to Manage Test Vouchers

Voucher List Page – “All” Vouchers

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the “All” voucher list, the following is displayed for each voucher:
 - Voucher code
 - Expiration date
 - Candidate name (if assigned or used)
 - Status (available, assigned, used, or expired)

VOUCHER LIST PAGE – “ALL” VOUCHERS

Voucher
Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Skills Exam	NA-PR-PPD		3

Voucher List

Available **All** Used Expired Assigned

Item Code	Expiration Date	Candidate Name	Voucher Status
PA4EA1T9T6QT	Dec 20, 2022, 2:34:51 PM	ROSS GELLER	Used
PAB3E6F34CHH	Dec 20, 2022, 6:42:27 PM	+Add Candidate	Available
PAD0S15F6SU1	Dec 20, 2022, 6:42:27 PM	+Add Candidate	Available
PA38D0U1C1IU	Dec 20, 2022, 6:42:27 PM	+Add Candidate	Available

The Page You're on Items Per Page 1 - 4 of 4 < >

How to Manage Test Vouchers

Voucher List Page – “Used” Vouchers

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the “Used” voucher list, the following is displayed for each voucher:
 - Voucher code
 - Expiration date
 - Candidate name
 - Date Used

VOUCHER LIST PAGE – “USED” VOUCHERS

Voucher
Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Skills Exam	NA-PR-PPD	.	3

Voucher List

Available All **Used** Expired Assigned

Item Code	Candidate Name	Used Date	Voucher Status
PA4EA1T9T6QT	ROSS GELLER	Dec 20, 2021, 2:36:21 PM	Used

The Page You're on Items Per Page 1 - 1 of 1 < >

How to Manage Test Vouchers

Voucher List Page – “Expired” Vouchers

VOUCHER LIST PAGE – “EXPIRED” VOUCHERS

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the “Expired” voucher list, the following is displayed for each voucher:
 - Voucher code
 - Expiration date
 - Candidate name (if assigned)

Voucher
Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD		3

Voucher List

Available All Used **Expired** Assigned

Voucher Code	Expiration Date	Candidate Name	Voucher Status
The Page You're on <input type="text"/>			

Items Per Page 8 0 of 0 < >

How to Manage Test Vouchers

Voucher List Page – “Assigned” Vouchers

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the “Assigned” voucher list, the following is displayed for each voucher:
 - Voucher code
 - Expiration date
 - Candidate name

VOUCHER LIST PAGE – “ASSIGNED” VOUCHERS

Voucher
Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD		3

Voucher List

Available All Used Expired **Assigned**

Voucher Code	Expiration Date	Candidate Name	Voucher Status
PA6CA7B3B5Z0	Dec 4, 2022, 1:54:24 PM	Lisa Simpson	Assigned
PA5AZ0D4Z2D9	Dec 4, 2022, 1:54:24 PM	Patty Smith	Assigned

The Page You're on Items Per Page **8** 1 - 2 of 2 < >