☐+ Credentia

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

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	$85	-	2	+
Nurse Aide Written Exam	$50	-	0	+
Nurse Aide Oral Exam (English or Spanish)	$50	-	0	+
Nurse Aide Written Exam AND Skills Exam	$135	-	8	+
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:

1. Add credit/debit card information and save card to your account by selecting "Save Card" button
2. Or select ACH payment option and enter your banking account information

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**

ACH	⌄

Payment Summary

Nurse Aide Skills Exam	$85 🗑 ✏
QTY	*	Price
1		85

Nurse Aide Written Exam AND Skills Exam	$405 🗑 ✏
QTY	*	Price
3		135

Total   **$490**

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

How to Manage Test Vouchers
Assigning Vouchers to Candidates in the Credentia Platform

VOUCHER LIST PAGE – "AVAILABLE" VOUCHERS

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

❶ Select the "Available" voucher list

❷ Click the "Add Candidate" link for the voucher you would like to assign

❸ Start typing the candidate name in the search box

❹ Click on the desired candidate name from your search results

❺ Click the "Assign" link next to the candidate name

Voucher

Home / Voucher / Voucher List

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

Voucher List ❶

| 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 ❷	Available	⬇

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VOUCHER ASSIGNMENT

❸ Search 🔍

Candidate Name	Course Completion Date
Ross Gellar ❹	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

✕

Candidate Name	
Ross Gellar	Assign ❺

How to Manage Test Vouchers
Distributing Vouchers to Candidates OUTSIDE of the Credentia Platform

VOUCHER SUMMARY PAGE

➤ 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)

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	$85	4	0	⬇
Nurse Aide Written Exam	NA-WR-PPD	$50	2		⬇
Nurse Aide Oral Exam (English or Spanish)	NA-OR-PPD	$50	3	0	⬇
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD	$135	6	0	⬇
Nurse Aide Oral Exam AND Skills Exam	NA-OR/PR-PPD	$135	0	0	⬇

Download vouchers to EXCEL file

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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)

Voucher
Home / Voucher / Voucher List

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

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Download voucher to EXCEL file

➤ 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)

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

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
Home / Voucher / Voucher List

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

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How to Manage Test Vouchers
Voucher List Page – "Used" 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

Home / Voucher / Voucher List

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

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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	Pennsylvania	3

Voucher List

Available	All	Used	Expired	Assigned

Voucher Code	Expiration Date	Candidate Name	Voucher Status

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How to Manage Test Vouchers
Voucher List Page – "Assigned" 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

Home / Voucher / Voucher List

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

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