

Training Program
Quick Reference
Guide



Training Program Voucher Management Guide

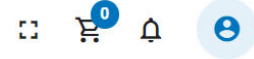


How to Purchase Test Vouchers

Step 1 – Select Buy New Voucher

STEP 1

Select "Voucher" on the navigation menu and the select the "Buy New Voucher" button



Course Completions

Candidate Search

Voucher

Manage Users

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 | \$110 | 10 | 2 | |
| Nurse Aide Written Exam | NA-WR-PPD | \$45 | 13 | 1 | |
| Nurse Aide Oral Exam (English or Spanish) | NA-OR-PPD | \$45 | 0 | 0 | |
| Nurse Aide Written Exam AND Skills Exam | NA-WR/PR-PPD | \$155 | 6 | 0 | |
| Nurse Aide Oral Exam AND Skills Exam | NA-OR/PR-PPD | \$155 | 0 | 0 | |

The Page You're on

Items Per Page 1 - 5 of 5


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 | \$110 | - 1 + |
| Nurse Aide Written Exam | \$45 | - 0 + |
| Nurse Aide Oral Exam (English or Spanish) | \$45 | - 0 + |
| Nurse Aide Written Exam AND Skills Exam | \$155 | - 2 + |
| Nurse Aide Oral Exam AND Skills Exam | \$155 | - 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

ACH ▼

Payment Summary

| | | |
|--|---|--------------|
| Nurse Aide Oral Exam (English or Spanish) \$90   | | |
| QTY | * | Price |
| 2 | | 45 |
| Nurse Aide Skills Exam \$110   | | |
| QTY | * | Price |
| 1 | | 110 |
| Nurse Aide Written Exam AND Skills Exam \$310   | | |
| QTY | * | Price |
| 2 | | 155 |
| Total | | \$510 |

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(?):

Payment Method

ACH

Payment Summary

| | | | | |
|---|---|--------------|--|--|
| Nurse Aide Oral Exam (English or Spanish) | | \$90 | | |
| QTY | * | Price | | |
| 2 | | 45 | | |
| Nurse Aide Skills Exam | | \$110 | | |
| QTY | * | Price | | |
| 1 | | 110 | | |
| Nurse Aide Written Exam AND Skills Exam | | \$310 | | |
| QTY | * | Price | | |
| 2 | | 155 | | |
| Total | | \$510 | | |

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

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 | ↓ |

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VOUCHER ASSIGNMENT

Search

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

➔

| Candidate Name | Action |
|----------------|--------|
| Ross Gellar | Assign |

How to Manage Test Vouchers

Distributing Vouchers to Candidates OUTSIDE of CNA365®

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 + Buy New Voucher

Home / Voucher Search

| Voucher Name | Item Code | Voucher Fee | Total Vouchers | Vouchers Used | Action |
|---|--------------|-------------|----------------|---------------|--------|
| Nurse Aide Skills Exam | NA-PR-PPD | \$110 | 0 | 0 | |
| Nurse Aide Written Exam | NA-WR-PPD | \$45 | 0 | 0 | |
| Nurse Aide Oral Exam (English or Spanish) | NA-OR-PPD | \$45 | 0 | 0 | |
| Nurse Aide Written Exam AND Skills Exam | NA-WR/PR-PPD | \$155 | 4 | 0 | |
| Nurse Aide Oral Exam AND Skills Exam | NA-OR/PR-PPD | \$155 | 0 | 0 | |

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Download vouchers to EXCEL file

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 | Download icon |
| PA5AZ0D4Z2D9 | Dec 4, 2022, 1:54:24 PM | Patty Smith | Assigned | Download icon |
| PA6GDDCG86C8 | Dec 4, 2022, 1:54:24 PM | +Add Candidate | Available | Download icon |

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

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


- 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 |

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