



Sponsor Account Voucher Guide

Quick Reference Guide



AGENDA

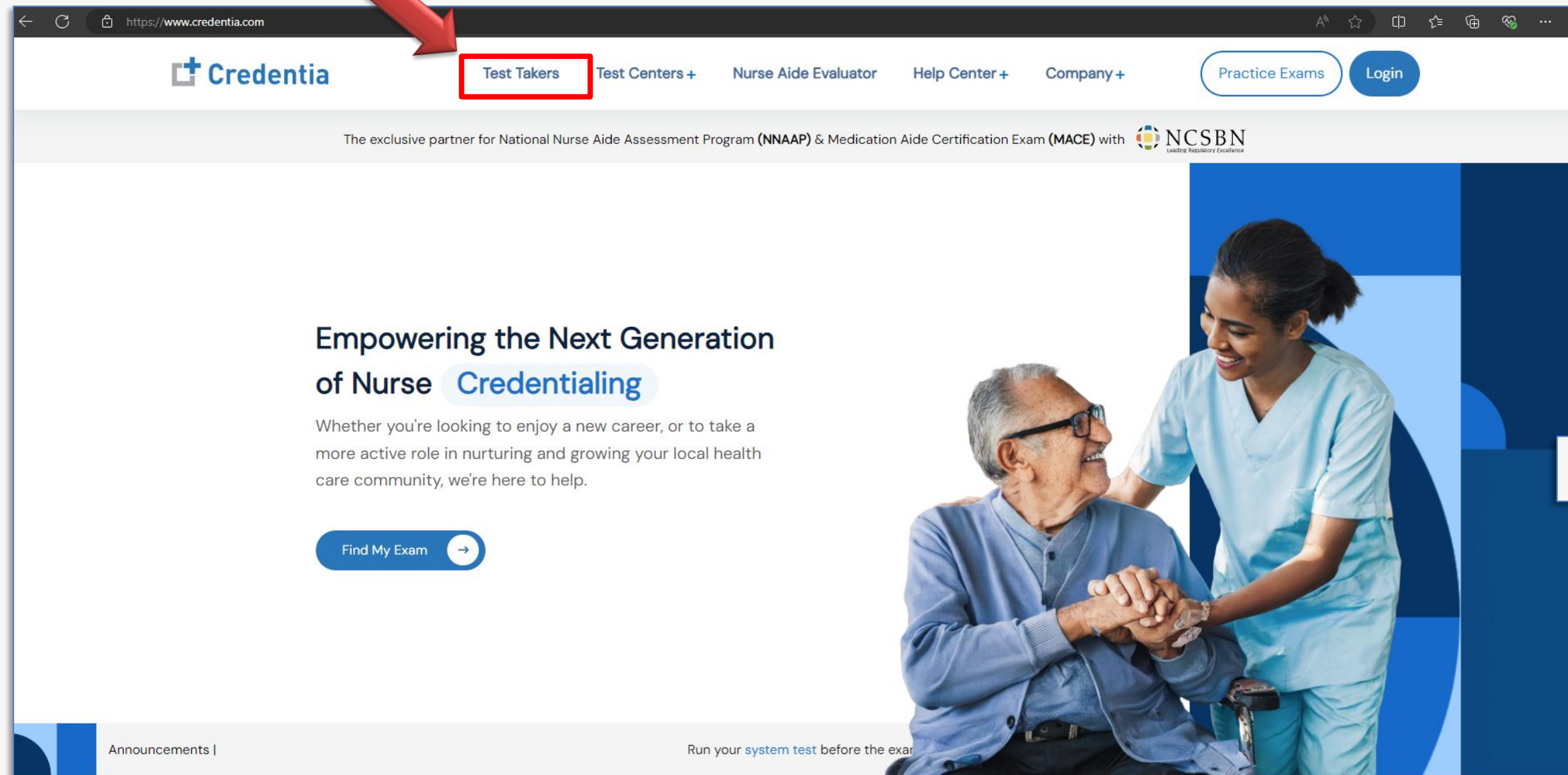


- Creating Sponsor Account
- Purchasing Vouchers
- Assigning Vouchers
- Distributing Vouchers

Creating Sponsor Account

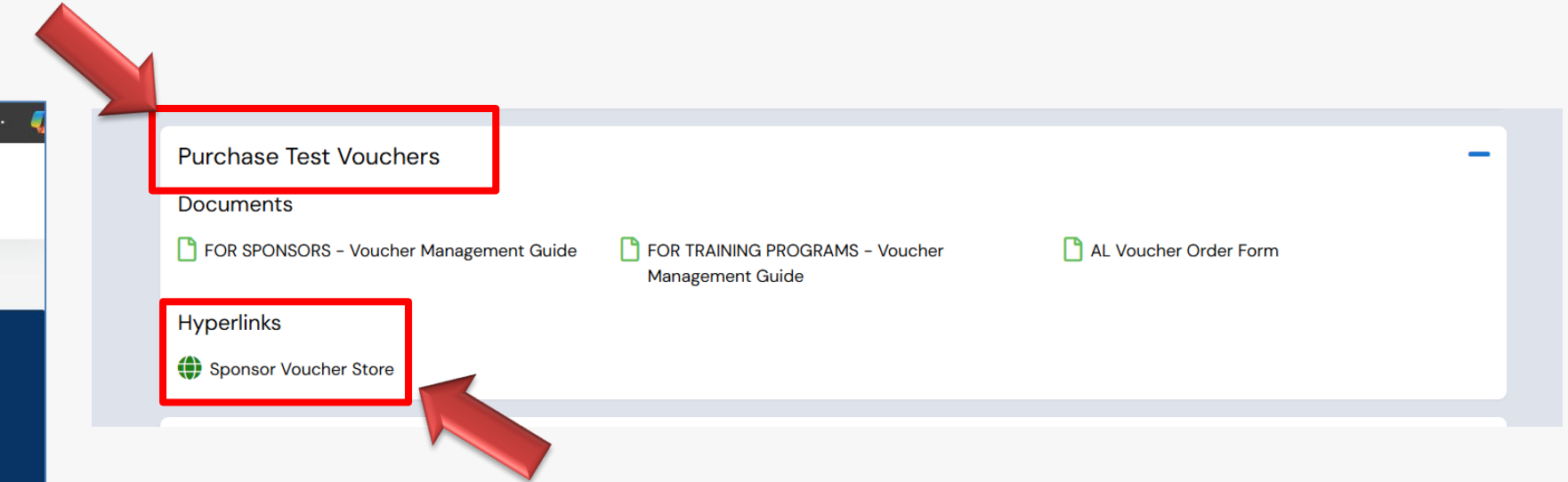
1.

- Go to www.credentia.com to log in
- Click on Test Takers on the top left corner of the screen



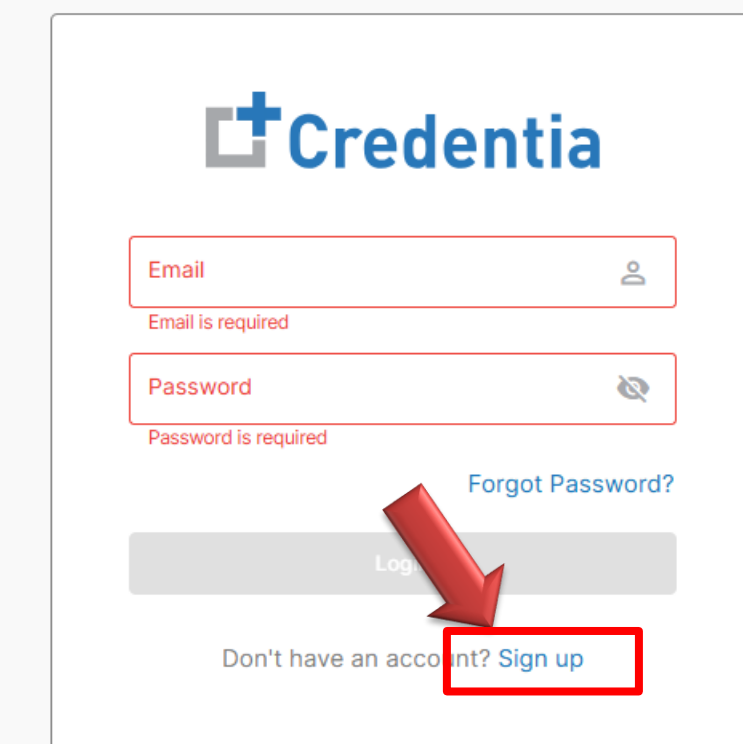
2.

- **Select your state** and scroll down to the resource section & select “Purchase Test Vouchers”
- Within the drop down select “ Sponsor Voucher Store”



- Select “Sign Up” and create your sponsor account

3.



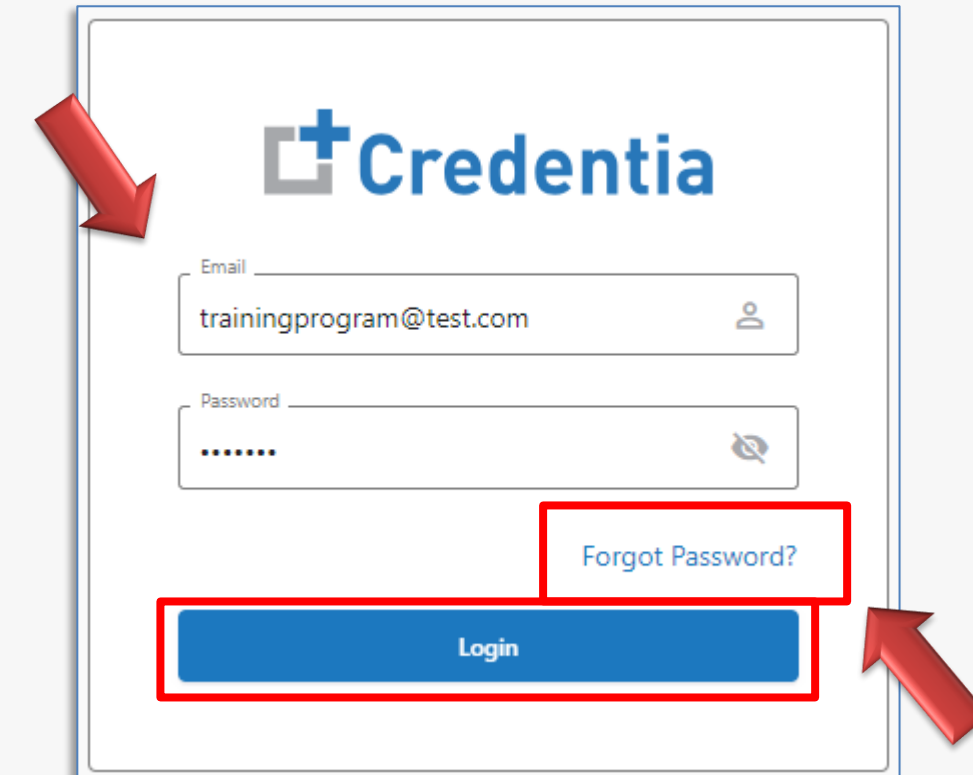
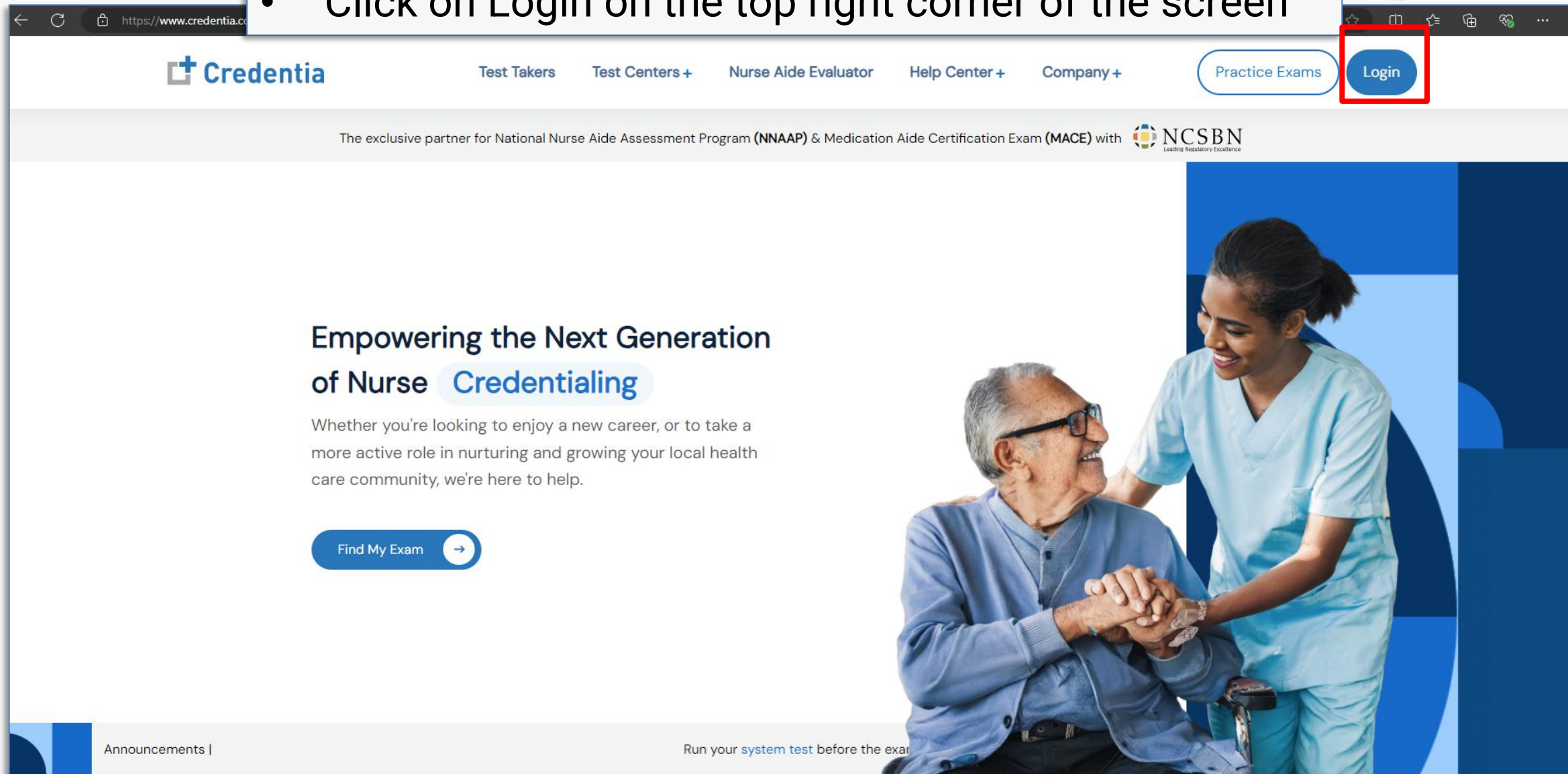
Credentia Login

2.

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

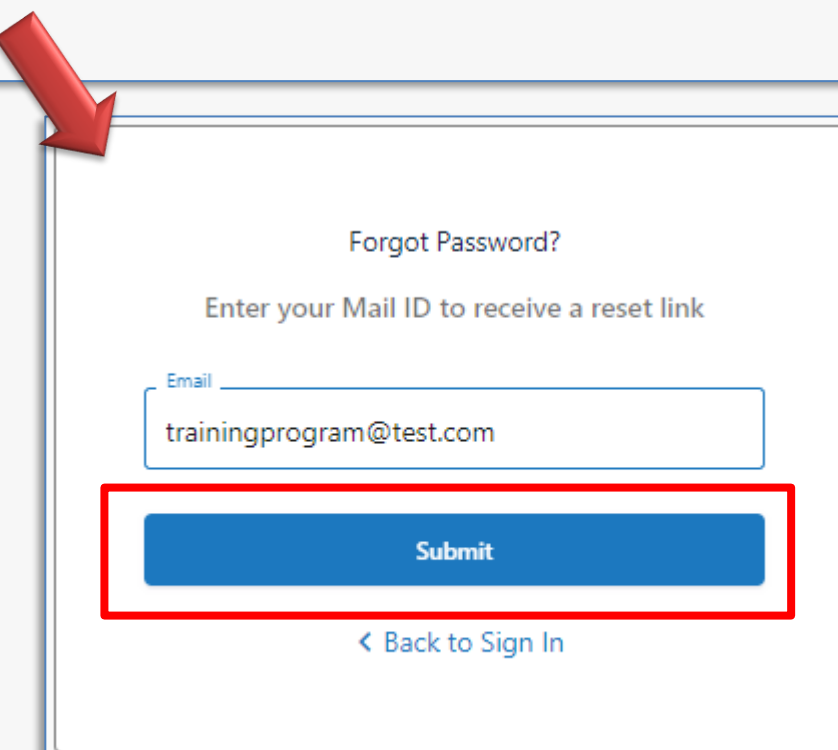
1.

- After confirming your account via Email.
- Go to www.credentia.com to log in
- Click on Login on the top right corner of the screen



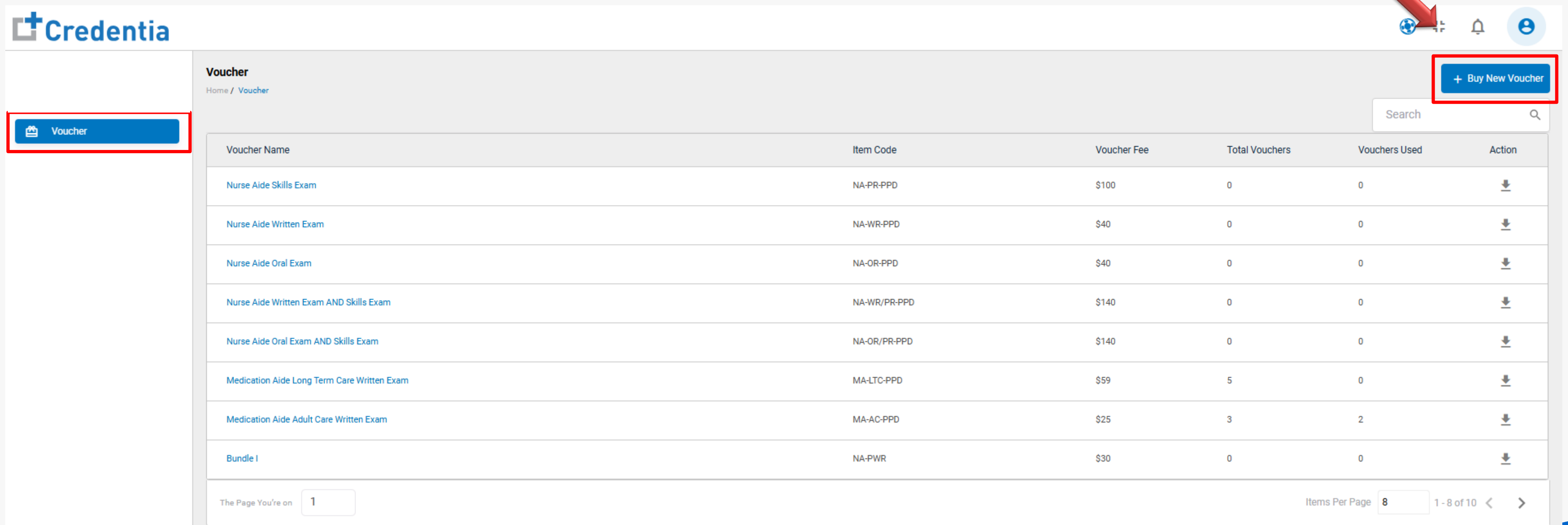
- To reset your password, click on Forgot Password?
- Type in your registered email ID and click on Submit.
- Check your email for an Access Code to reset the password.

3.



Purchasing Vouchers – Step 1

- On the left navigation panel, click on Voucher
- On the top right of the screen, click on Buy New Voucher



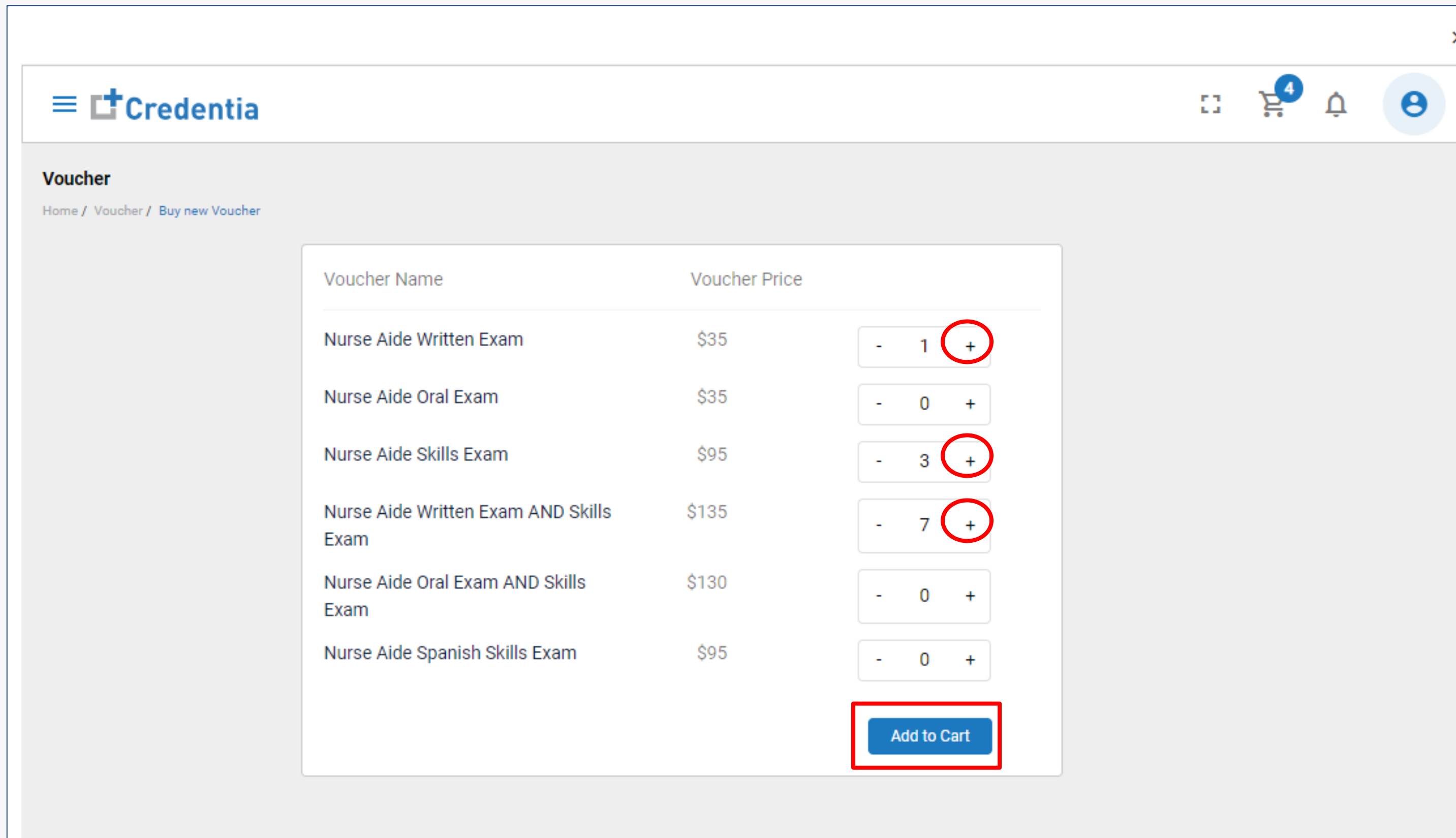
The screenshot shows the Credentia Voucher management interface. The left navigation panel has a 'Voucher' button highlighted. The main content area displays a table of vouchers with the following data:

Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
Nurse Aide Skills Exam	NA-PR-PPD	\$100	0	0	↓
Nurse Aide Written Exam	NA-WR-PPD	\$40	0	0	↓
Nurse Aide Oral Exam	NA-OR-PPD	\$40	0	0	↓
Nurse Aide Written Exam AND Skills Exam	NA-WR/PR-PPD	\$140	0	0	↓
Nurse Aide Oral Exam AND Skills Exam	NA-OR/PR-PPD	\$140	0	0	↓
Medication Aide Long Term Care Written Exam	MA-LTC-PPD	\$59	5	0	↓
Medication Aide Adult Care Written Exam	MA-AC-PPD	\$25	3	2	↓
Bundle I	NA-PWR	\$30	0	0	↓

At the bottom of the table, there is a pagination control showing 'The Page You're on 1' and 'Items Per Page 8 1 - 8 of 10 < >'.

Purchasing Vouchers – Step 2

- Click on the + icon to choose the required quantity for each voucher type and select the “Add to Cart” button



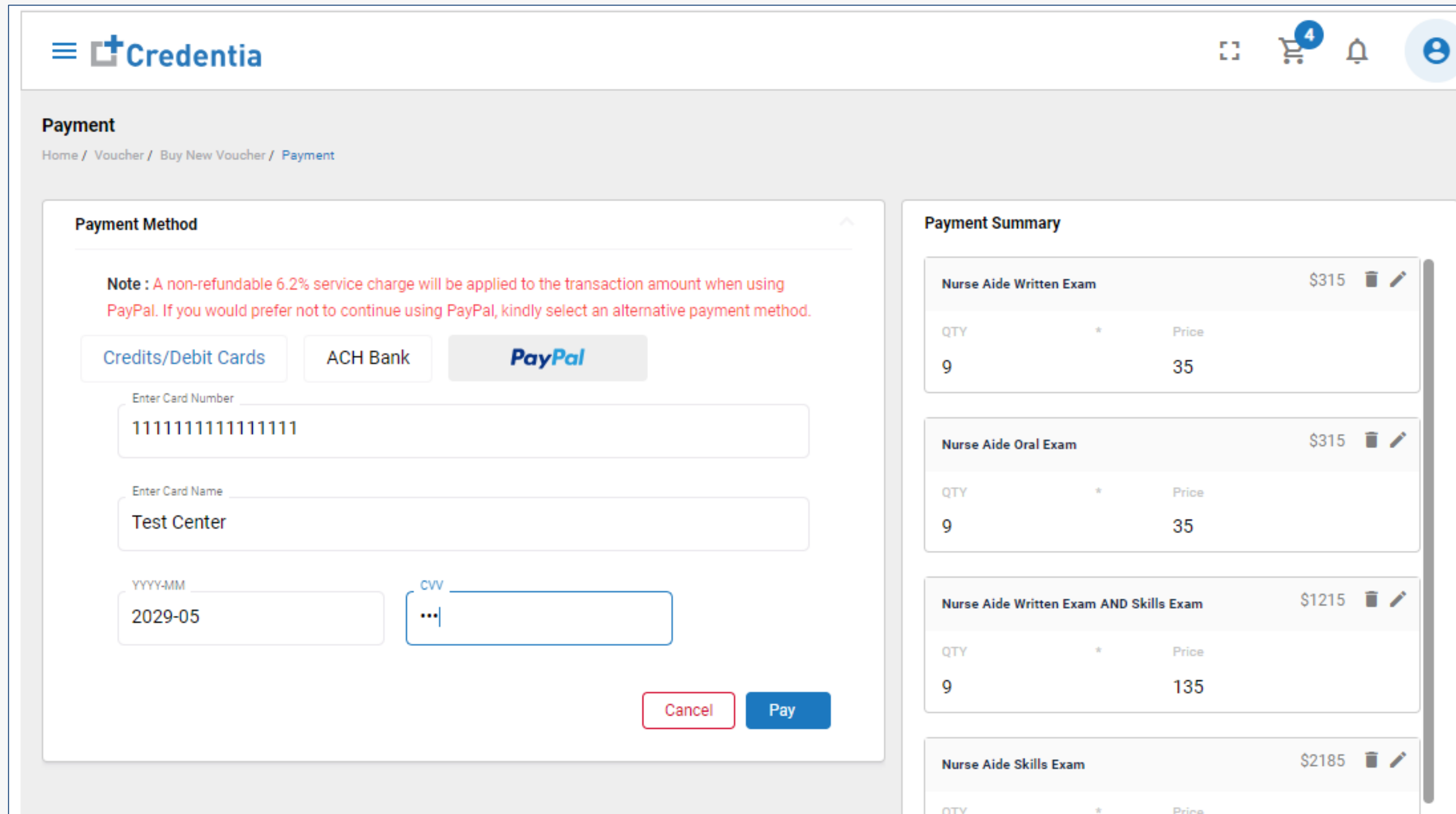
The screenshot shows the Credentia website interface for purchasing vouchers. The page title is "Voucher" and the breadcrumb trail is "Home / Voucher / Buy new Voucher". The main content area displays a table of voucher options with their names, prices, and quantity selection controls. The quantity selection controls consist of a minus sign, a numerical value, and a plus sign. The plus signs for the first three rows are circled in red. Below the table, there is a blue "Add to Cart" button, which is also highlighted with a red box.

Voucher Name	Voucher Price	Quantity
Nurse Aide Written Exam	\$35	- 1 +
Nurse Aide Oral Exam	\$35	- 0 +
Nurse Aide Skills Exam	\$95	- 3 +
Nurse Aide Written Exam AND Skills Exam	\$135	- 7 +
Nurse Aide Oral Exam AND Skills Exam	\$130	- 0 +
Nurse Aide Spanish Skills Exam	\$95	- 0 +

Add to Cart

Purchasing Vouchers – Step 3

- You can pay by Credit/Debit Card, Bank Account or PayPal. Select the preferred method of payment and add the prompted information on screen, then click on “Pay”.



Payment
Home / Voucher / Buy New Voucher / Payment

Payment Method

Note : A non-refundable 6.2% service charge will be applied to the transaction amount when using PayPal. If you would prefer not to continue using PayPal, kindly select an alternative payment method.

Enter Card Number
1111111111111111

Enter Card Name
Test Center

YYYY-MM
2029-05

CVV
...

Payment Summary

Nurse Aide Written Exam		\$315
QTY	Price	
9	35	

Nurse Aide Oral Exam		\$315
QTY	Price	
9	35	

Nurse Aide Written Exam AND Skills Exam		\$1215
QTY	Price	
9	135	

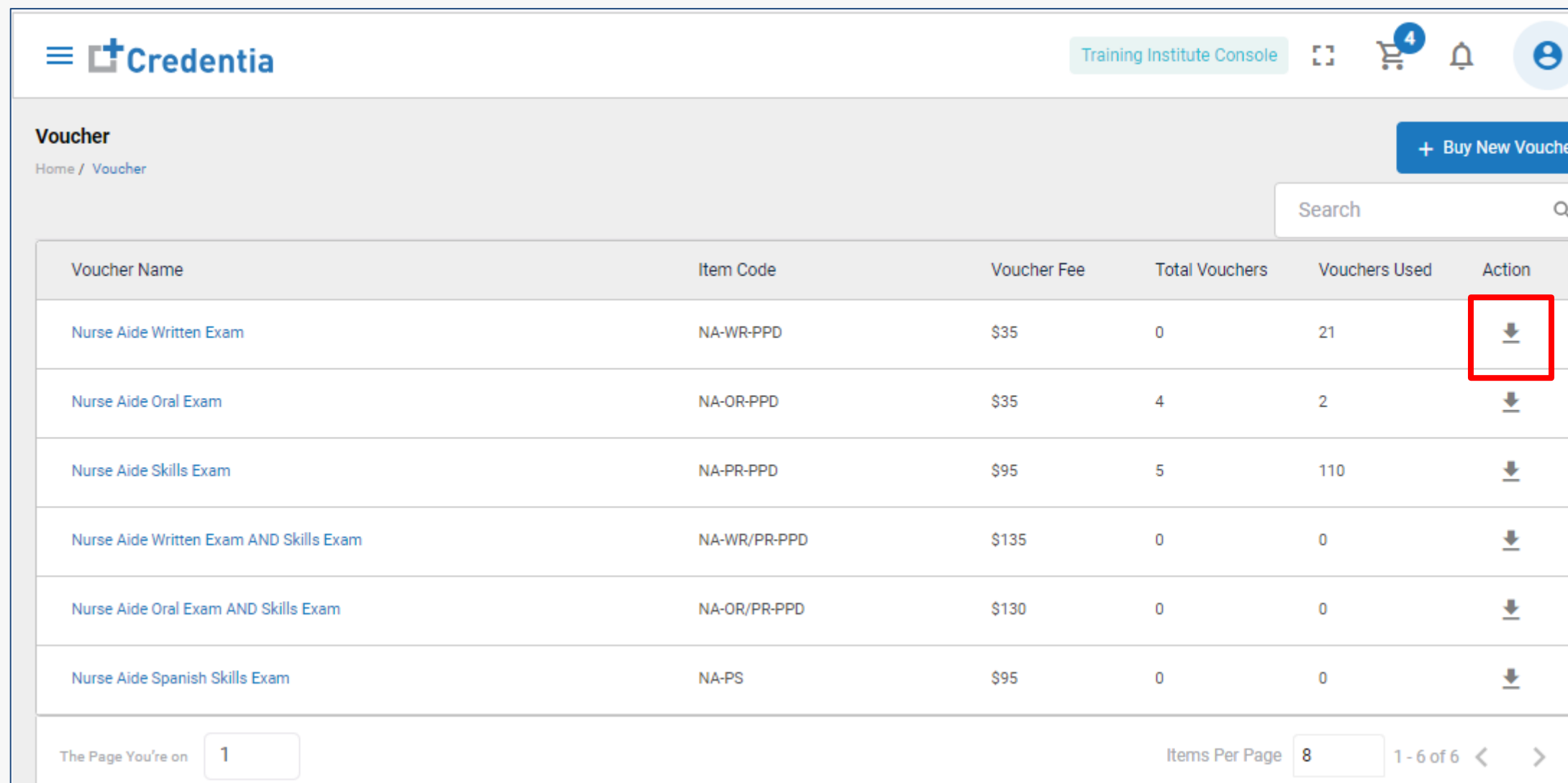
Nurse Aide Skills Exam		\$2185
QTY	Price	

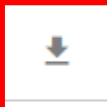





Managing Vouchers – Distributing Vouchers

To distribute vouchers to candidates not registered on Credentia:

1. On the Voucher summary page, click on the icon to download the **Voucher Name**.

2. The complete list of Voucher Codes will be downloaded as an excel file on your local computer.



Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
Nurse Aide Written Exam	NA-WR-PPD	\$35	0	21	
Nurse Aide Oral Exam	NA-OR-PPD	\$35	4	2	
Nurse Aide Skills Exam	NA-PR-PPD	\$95	5	110	
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	\$130	0	0	
Nurse Aide Spanish Skills Exam	NA-PS	\$95	0	0	

You can see the status of each, as well as the expiration date.

	A	B	C
1	VoucherCode	Expiration Date	VoucherStatus
2	ERC00L3LC03U	10/30/2025	Used
3	ERC68CX7X44Q	11/04/2025	Used
4	ERC8HEE00A0I	11/04/2025	Available
5	ERC56FSSF2DP	11/04/2025	Available
6	ERC9E585DC6K	11/04/2025	Available
7	ERCA2AB6UB3C	11/04/2025	Assigned

Thank you

Credentia Support:



Support@credentia.com



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

Program Support - programcoordinator@credentia.com

Facility Support - facilitysupport@credentia.com

Voucher Support - vouchers@credentia.com

General Support - [Credentia Self - Help Guides](#)

