

Northern California Sponsor Quick Reference Guide



Contents

- 1 [How to Create a CNA365® Sponsor Account – Page 2](#)
- 2 [How to Purchase Test Vouchers – Page 3](#)
- 3 [How to Manage Test Vouchers – Page 6](#)
- 4 [How to Reset Your Password – Page 11](#)

How to Create a CNA365® Sponsor Account

1

Click the “Sponsor Voucher Store” link in the Resources section on your state website page at www.credentia.com


Resources

- Candidate Handbook +
- How To Register For Exams +
- Preparing for Your Exams +
- NNAAP® Practice Written Exam +
- Score Results +
- COVID-19 Testing +
- Test Accommodations +
- Purchase Test Vouchers -
- Documents
 - FOR SPONSORS - CNA365 Voucher Quick Reference Guide
 - FOR TRAINING PROGRAMS - CNA365 Voucher Quick Reference Guide
- Hyperlinks
 - Sponsor Voucher Store
- Grievances +

2

Select the “Sign Up” link on the CNA365® login page

 **TIP:** bookmark the CNA365® login page


CNA365®

Email

Password


[Forgot Password?](#)

Login

Don't have an account? [Sign up](#)

3

Fill out the new account form and select “Sign Up” button

Create Your Account 

General Information

First name Middle name

Last name

Other Information

Address (Number and Street)

City Zip Code

State

+1 Phone number Email

Account Setup

Enter Password Confirm Password


By clicking Sign Up, you agree to our [Terms and Data Policy](#)

Sign Up

Already have an account? [Sign In](#)

4

Check your email for your account confirmation and click the “Activate Account” button


Credentia
HOUSE AIDE CREDENTIALING SERVICES

You're Almost There!

Click on the button below to validate your email address and activate your Credentia CNA365 account.

[Activate Account](#)

If you did not sign up for a Credentia CNA365 account, you can safely ignore this email. Only a person with access to your email can complete the account activation process.

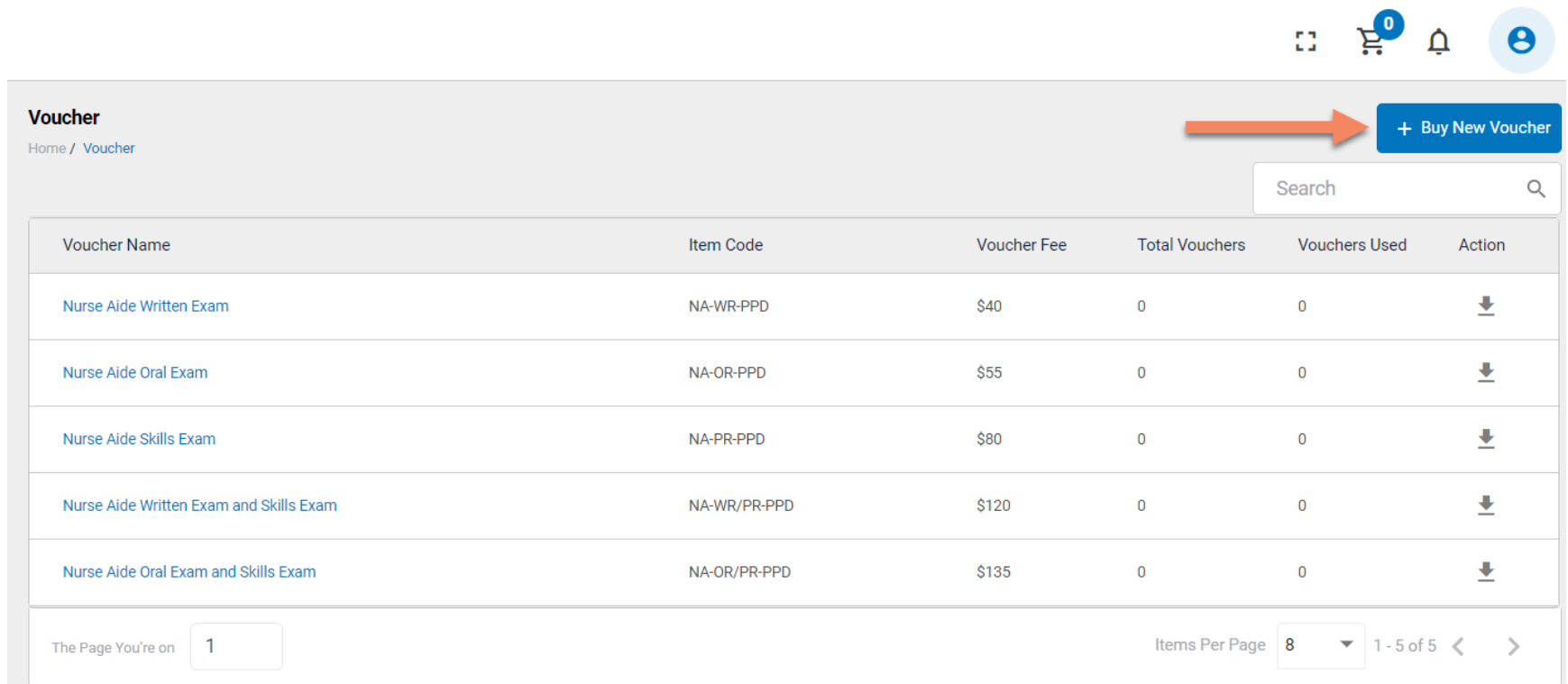
Sincerely,
Credentia
Administrator
www.credentia.com
Contact Support
Phone: (800) 457-6752

How to Purchase Test Vouchers

Step 1 – Select Buy New Voucher

STEP 1

Login to your CNA365® account and select the “Buy New Voucher” button



The screenshot shows the CNA365 Voucher page. At the top right, there are icons for a shopping cart (with a '0' notification), a bell, and a user profile. Below these is a blue button labeled '+ Buy New Voucher' with an orange arrow pointing to it. A search bar is located below the button. The main content is a table with the following data:

Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
Nurse Aide Written Exam	NA-WR-PPD	\$40	0	0	↓
Nurse Aide Oral Exam	NA-OR-PPD	\$55	0	0	↓
Nurse Aide Skills Exam	NA-PR-PPD	\$80	0	0	↓
Nurse Aide Written Exam and Skills Exam	NA-WR/PR-PPD	\$120	0	0	↓
Nurse Aide Oral Exam and Skills Exam	NA-OR/PR-PPD	\$135	0	0	↓

At the bottom left, it says 'The Page You're on' with a box containing the number '1'. At the bottom right, it says 'Items Per Page' with a dropdown menu set to '8' 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 Written Exam	\$40	- 1 +
Nurse Aide Oral Exam	\$55	- 0 +
Nurse Aide Skills Exam	\$80	- 0 +
Nurse Aide Written Exam and Skills Exam	\$120	- 2 +
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

Add credit/debit card information and select “Pay” button

Payment

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

Payment Method

Credit/Debit Card

Payment Summary

Nurse Aide Written Exam			\$40		
QTY	*	Price			
1		40			

Nurse Aide Written Exam and Skills Exam			\$240		
QTY	*	Price			
2		120			

Total **\$280**






How to Manage Test Vouchers

Voucher Summary Page


VOUCHER SUMMARY PAGE

Voucher
Home / Voucher + Buy New Voucher

Search

Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
Nurse Aide Written Exam	NA-WR-PPD	\$40	1	0	
Nurse Aide Oral Exam	NA-OR-PPD	\$55	0	0	
Nurse Aide Skills Exam	NA-PR-PPD	\$80	0	0	
Nurse Aide Written Exam and Skills Exam	NA-WR/PR-PPD	\$120	2	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
- 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 Nurse Aide Written Exam	Exam Code NA-WR-PPD	State Name	Total Vouchers 4
--------------------------------------	------------------------	------------	---------------------

Voucher List

Available All Used Expired

Item Code	Expiration Date	Candidate Name	Voucher Status	Action
PAREB7DA4BCR	Dec 20, 2022, 9:24:37 PM	Not Assigned	Available	↓
PABE489C7AN4	Dec 20, 2022, 9:24:37 PM	Not Assigned	Available	↓
PA038F2016U0	Dec 26, 2022, 3:09:45 PM	Not Assigned	Available	↓
PA49DF830CR4	Dec 26, 2022, 3:09:45 PM	Not Assigned	Available	↓

The Page You're on

Items Per Page 8 1 - 4 of 4 < >

Download voucher to EXCEL file

EXCEL VOUCHER DOWNLOAD FILE

	A	B
1	VoucherCode	Expiration Date
2	PAREB7DA4BCR	12/20/2022

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 used)
 - Status (available, used, or expired)

VOUCHER LIST PAGE – “ALL” VOUCHERS

Voucher
Home / Voucher / Voucher List

Exam Name Nurse Aide Written Exam	Exam Code NA-WR-PPD	State Name	Total Vouchers 4
--------------------------------------	------------------------	------------	---------------------

Voucher List

Available **All** Used Expired

Item Code	Expiration Date	Candidate Name	Voucher Status
PA1B21C73CF3	Dec 20, 2022, 9:24:37 PM	Oscar Smith	Used
PAREB7DA4BCR	Dec 20, 2022, 9:24:37 PM	Not Assigned	Available
PA8E489C7AN4	Dec 20, 2022, 9:24:37 PM	Not Assigned	Available
PA038F2016U0	Dec 26, 2022, 3:09:45 PM	Not Assigned	Available
PA49DF830CR4	Dec 26, 2022, 3:09:45 PM	Not Assigned	Available

The Page You're on

Items Per Page 1 - 5 of 5 < >

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
 - Candidate name
 - Date used
 - Expiration date

VOUCHER LIST PAGE – “USED” VOUCHERS

Voucher
Home / Voucher / Voucher List

Exam Name Nurse Aide Written Exam	Exam Code NA-WR-PPD	State Name	Total Vouchers 4
--------------------------------------	------------------------	------------	---------------------

Voucher List

Available All **Used** Expired

Item Code	Candidate Name	Used Date	Expiration Date
PA1B21C73CF3	Oscar Smith	Dec 20, 2021, 9:25:23 PM	Dec 20, 2022, 9:24:37 PM

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

How to Manage Test 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 used)

VOUCHER LIST PAGE – “EXPIRED” VOUCHERS

Voucher

Home / Voucher / Voucher List

Exam Name Nurse Aide Written Exam	Exam Code NA-WR-PPD	State Name	Total Vouchers 4
--------------------------------------	------------------------	------------	---------------------

Voucher List

Available All Used **Expired**

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

Items Per Page 8 0 of 0 < >

How to Reset Your Password

1

Click the “Forgot Password” link on the CNA365® login page

Credentia
CNA365®

Email

Password

[Forgot Password?](#)

Login

Don't have an account? [Sign up](#)

2

Enter your email address and select the “Submit” button

Forgot Password?

Enter your Mail ID to receive a reset link

Email

Submit

[< Back to Sign In](#)

3

Check your email account for an access code email from Credentia. Enter the access code you received, enter your new password (twice), and select the “Reset Password” button

Reset Password?

Email

Access code

New Password

Confirm Password

Reset Password

Back

Contact Credentia support if you have forgotten your email address