Credentia
CNA365®

Candidate Registration Quick Reference Guide

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How to Create a CNA365® Account

❶

Click the "CNA365" button at the top of your state website page at www.credentia.com

CNA365 LOGIN ⁺

❷

Select the "Sign Up" link on the CNA365® login page

⚠ TIP: bookmark the CNA365® login page

➕ **Credentia**
CNA365®

Email 👤

Password 👁

Forgot Password?

Login

Don't have an account? Sign up ➤

❸

Fill out the new account form and select "Sign Up" button

District of Columbia

Important: This signup page is for District of Columbia CNA365 users only. Please visit www.credentia.com/test-takers to select a different state CNA365 login page

Create Your Account 🔒

General Information

Enter your name exactly as it appears on your government-issued identification.

First name | Middle name

Last name

Other Information

Date of Birth 📅 | Gender ▼

Address (Number and Street)

City | Zip Code

State ▼ | SSN

🇺🇸 +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

❹

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

➕ **Credentia**
NURSE 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 Submit a Testing Application
Step 1 – Start New Application

STEP 1

After you login, click on the "Start New Application" button that appears on your Dashboard page

STEP 2

1. Select your eligibility route

2. Confirm your eligibility route by checking the box

3. Select the "Start" button

How to Submit a Testing Application
Step 3 – Complete Application

STEP 3

Click on each section to enter the required information and upload any supporting documentation as prompted

TIP: save your application by selecting "Save as Draft" button in upper right-hand corner if you want to save and submit later

How to Submit a Testing Application
Step 4 – Submit Application

STEP 4

When you have completed all sections, click on the "Submit" button

How to Submit a Testing Application
Checking Your Application Status

Click "Summary" button to see status of your

Detailed log of your application review process

How to Schedule an Exam
Step 1 – Register for Exam

STEP 1

Select "Exam Schedule" from the navigation menu and then select the "Register for Exam" button
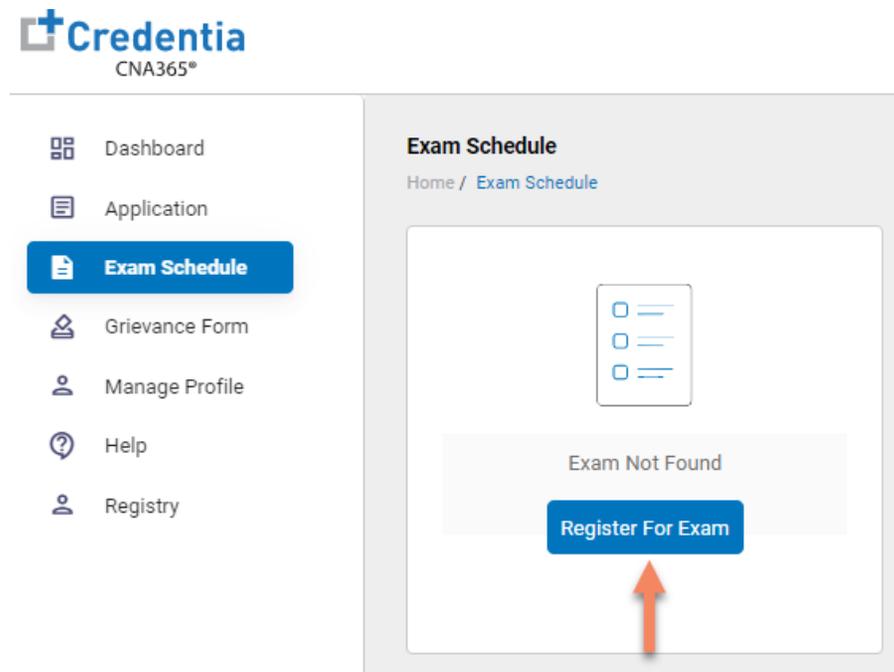
How to Schedule an Exam
Step 2 – Select Exam Type

STEP 2

Select the Exam Type (you schedule one exam at a time)

Register For Exam

Home / Exam Schedule / Register For Exam

Eligibility Route Name

E0 – Nurse Aide Training Progra... ⓘ

Select Exam Type

Nurse Aide Written Exam

Nurse Aide Oral English Exam

Nurse Aide Oral Spanish Exam

Nurse Aide Skills Exam
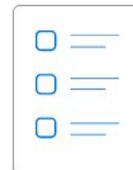
Select exam type to schedule your exam

STEP 3

To schedule an online written/oral exam:

1. Select online exam

2. Select your time zone

3. Select your preferred exam date (note that days in bold have exam times available and disabled days have no available exam times)

4. Select your preferred time of day range for the exam date selected

5. Select one of the available time slots

6. Select "Add Cart" button

How to Schedule an Exam
Step 4 – Schedule Test Center Exam

STEP 4 – Option #1

OPTION #1: Search by Radius From Your Address

1. Select "Search a Test Center by Mileage Radius"

2. Update you address as desired (default is your system address)

3. Select "Search by Radius" button

4. Select an available exam date

6. Select a test center from the available list

7. Select a test time from the available list

8. Select "Add Cart" button

1. Select Your Exam Location
- Test Center

2. Select Your Exam Date Range

Select Your Exam Date Range
5/24/2022 — 6/23/2022

3. Search by Mileage Radius or Test Center
- Search a Test Center by Mileage Radius   ○ Search a Test Center by Code or Name

Search for Test Center Near You by Mileage Radius

Your Address   Mileage Radius

Search by Radius

06-01-2022

| EDUCATORS INC - RTS | 12 Commerce Avenue | GetDirections | Distance 99 miles |

10:00 AM

Add Cart   Pay Now

STEP 4 – Option #2

OPTION #2: Search by Test Center Code

1. Select "Search a Test Center by Code"
2. Enter Test Center ID provided to you by your training program next to "INF"
3. Select "Search by Code" button
4. Select an available exam date
6. Select a test center from the available list
7. Select a test time from the available list
8. Select "Add Cart" button

- If a full 5-digit code is not entered, or if any other characters are entered there will be a red alert under the search area

  Test center code must start with the letters INF followed by 5 digits

- If an invalid code has been entered an error message will appear
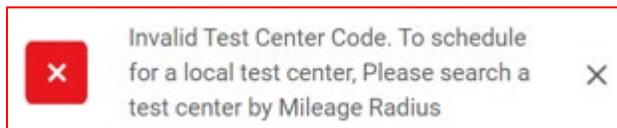
  ❌ Invalid Test Center Code. To schedule for a local test center, Please search a test center by Mileage Radius ✕

1. Select Your Exam Location
   ◉ Test Center

2. Select Your Exam Date Range
   Select Your Exam Date Range
   8/12/2023 — 8/31/2023 📅

3. Search by Mileage Radius or Test Center
   ○ Search a Test Center by Mileage Radius   ◉ Search a Test Center by Code

   Search for a Test Center Near You by Code
   Test Center Code
   INF

   Search by Code

   EDUCATORS INC - RTS   12 Commerce Avenue   GetDirections   Distance 99 miles
   10:00 AM
   Add Cart   Pay Now

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How to Schedule an Exam
Step 5 – Enter Payment Information or Voucher in Shopping Cart

STEP 5

OPTION #1: Pay by credit or debit card

1. Enter your credit or debit card information
2. Select the "Pay" button

Payment

Home / Exam Schedule / Register For Exam / Payment

Payment ^

Credits/Debit Cards

Enter Card Number

Enter Card Name

YYYY/MM   CVV

Cancel   Pay

OPTION #2: Apply voucher

1. In the "Enter Promo Code" box, enter the voucher provided to you by your training program or sponsor
2. Select the "Apply Code" link"
3. Select the "Schedule Now" button

IMPORTANT: Be sure that the exam(s) in your shopping cart match the voucher type

Payment Summary

Nurse Aide Written Exam $0 🗑

E6A – Temporary Nurse Aide - Examination

ExamMode	Exam Date	Exam Time
Online	05/31/2022	11:15 AM EST

Enter the promo code PA7B76FC7INI   Apply Code

Total $0

Schedule Now