



Candidate Registration Quick Reference Guide



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How to Create a CNA365® Account

1

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



2

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

TIP: bookmark the CNA365® login page

3

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

Colorado

Important: This signup page is for Colorado 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 or ITIN
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

How to Submit a Testing Application

Step I – Start New Application

STEP I

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

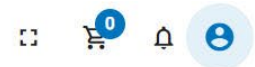
The screenshot displays the Credentia CNA365 dashboard. On the left is a sidebar with a 'Dashboard' button and several menu items: Application, Exam Schedule, Grievance Form, Manage Profile, Help, Registry, and a Toggle Sidebar option. The main content area features a welcome message for 'Diana Wells' and a five-step process flow: Fill Application Form, Register For Exam, Start Exam, Check Exam Scores, and Get Certified. A prominent blue button labeled '+ Start New Application' is positioned below the flow diagram. The top right of the dashboard includes icons for a shopping cart, a notification bell, and a user profile.

How to Submit a Testing Application

Step 2 – Select Your Eligibility Route

STEP 2

1. Select your eligibility route
2. Confirm your eligibility route by checking the box
3. Select the “Start” button



Select Application

Home / Application / Select Application

State

Colorado

Select Your Eligibility Route

E1 New Nurse Aide

E3 Nursing Student or Military Equivalent

E4 Nurse Active or Expired Any U.S. State or Territory

E5 Nurse Who Trained Outside of U.S. or U.S. Territories

E6 Out-of-State Trained Nurse Aide

E7 Nurse with Active Discipline

E7 Nurse with Active Discipline - Retraining

E8 Revoked CNA

E11 Expired Colorado Nurse Aide Certificate

E11 Expired Colorado Nurse Aide Certificate - Retraining

Instructions

Once submitted, your application will be reviewed by the training program where you completed training in Colorado. The training program will confirm your eligibility to register for the National Nurse Aide Assessment Program (NNAAP) examination. You will be notified by email once a decision has been made regarding your application. You can also review the status of your application in CNA365.

E1 - New Nurse Aide:
For all applicants who have successfully completed a Colorado State-Approved Nurse Aide Training Program.

- You were trained in Colorado.
- You are a new nurse aide who has never been certified as a nurse aide in Colorado.
- You must have passed a Colorado state-approved training program

I have read the above definition of the E1 Eligibility Route and confirm that this is the correct Eligibility Route for me (check the box).

Start

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

Credentia
CNA365®

Dashboard
Application
Exam Schedule
Grievance Form
Manage Profile
Help

Application Form
Home / Application / Application Form

Colorado Nurse Aide Testing Application
Eligibility Route: E1 New Nurse Aide

Cancel Save as Draft Submit

Section name turns green after completion

Click each section to complete application

SECTION 1 TRAINING PROGRAM COMPLETION

1. Training Program
Select your training program from the drop-down list:
Training Program
CO_Training Program UAT

2. Course Completion Date
Enter your training program completion date
Select Date
1/13/2022

SECTION 2 SCREENING QUESTIONS

SECTION 3 HEALTHCARE PROFESSIONS PROFILE

Application Progress

- TRAINING PROGRAM COMPLETION
- SCREENING QUESTIONS
- HEALTHCARE PROFESSIONS PROFILE
- AFFADAVIT OF ELIGIBILITY
- ACCOMMODATIONS

Toggle Sidebar

! 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

The screenshot displays the 'Application Form' interface for a 'Colorado Nurse Aide Testing Application'. The page includes a left-hand navigation menu with options like 'Dashboard', 'Application', 'Exam Schedule', 'Grievance Form', 'Manage Profile', and 'Help'. The main content area shows the application title and eligibility route, followed by five expandable sections: 'SECTION 1 TRAINING PROGRAM COMPLETION', 'SECTION 2 SCREENING QUESTIONS', 'SECTION 3 HEALTHCARE PROFESSIONS PROFILE', 'SECTION 4 AFFADAVIT OF ELIGIBILITY', and 'SECTION 5 ACCOMMODATIONS'. A note states that all accommodation requests must be approved before exam reservation. Below this, a question asks 'Are you requesting testing accommodations due to a documented disability?' with radio buttons for 'Yes' and 'No', where 'No' is selected. At the top right of the form, there are three buttons: 'Cancel', 'Save as Draft', and 'Submit'. An orange arrow points to the 'Submit' button. The right sidebar shows the 'Application Progress' with a vertical list of steps: 'TRAINING PROGRAM COMPLETION', 'SCREENING QUESTIONS', 'HEALTHCARE PROFESSIONS PROFILE', 'AFFADAVIT OF ELIGIBILITY', and 'ACCOMMODATIONS', all marked as complete with green circles.

How to Submit a Testing Application

Checking Your Application Status

The image shows two screenshots from the Credentia CNA365 website. The top screenshot shows the 'Application' page for a 'Colorado E1 New Nurse Aide Application'. The current status is 'Pending' as of January 22nd, 2022, at 10:18 AM. A 'Summary' button is visible, with a callout box stating 'Click "Summary" button to see status of your application'. A large downward arrow points to the second screenshot, which shows the 'Application Form' for a 'Colorado Nurse Aide Testing Application'. The eligibility route is 'E1 New Nurse Aide'. The form includes a section for 'TRAINING PROGRAM COMPLETION' with a dropdown menu for 'CO_Training Program UAT' and a date field for 'Course Completion Date'. A callout box points to the 'Application Progress' sidebar, stating 'Detailed log of your application review process'. The progress log shows two steps: 'Candidate Submitted' (22 Jan, 2022 | 10:18 AM) and 'Training Program Pending' (22 Jan, 2022 | 10:18 AM).

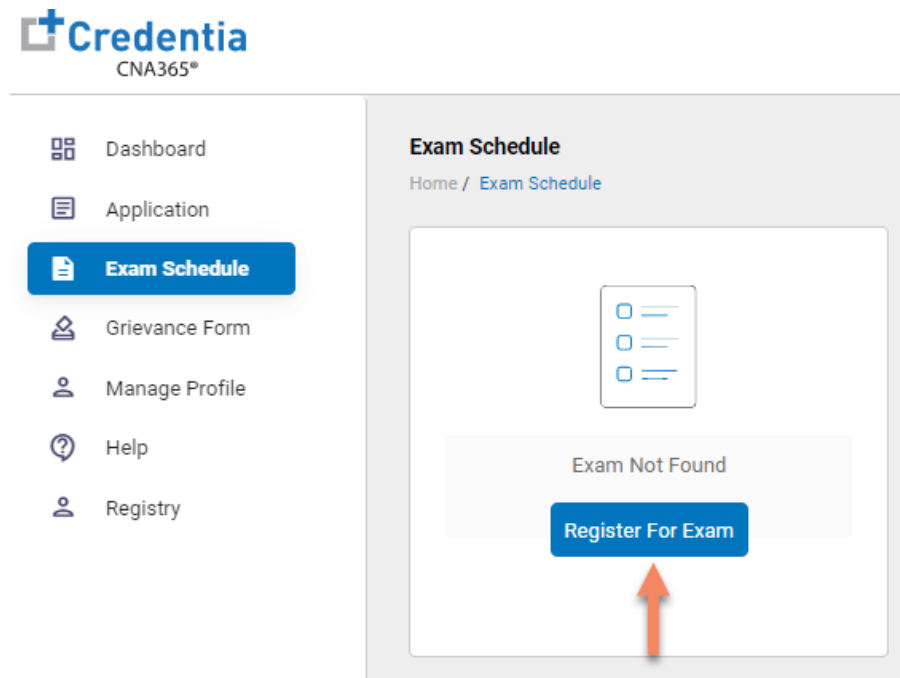
You will receive a CNA365® alert email once your application has been approved and you are able to register for exams

How to Schedule an Exam

Step I – Register for Exam

STEP I

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

How to Schedule an Exam

Step 3 – Schedule Online Exam

STEP 3

To schedule an online written/oral exam (skip this step if you want to schedule a test center 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

The screenshot illustrates the exam scheduling process in two stages. The left stage shows the initial selection of exam type, time zone, and date. The right stage shows the selection of a time range and a specific time slot, followed by the 'Add Cart' button.

Step 1: Select Your Exam Type. The 'Online' radio button is selected.

Step 2: Select Time Zone. The dropdown menu shows '(UTC-07:00) Arizona'.

Step 3: Select Date. A calendar for December 2021 is shown. The date 31 is selected. A note indicates: 'Dates in bold have available exam times'. In the calendar, the 31st is bolded.

Step 4: Select Range. Three time range options are shown: '08 AM - 12 PM' (selected), '12 PM - 04 PM', and '04 PM - 08 PM'.

Step 5: Available Slots. A row of time slots is shown: 10:30, 11:00, 11:30, 10:00, 10:45, 11:15, 11:45, and 10:15. The 10:30 slot is highlighted.

Step 6: Add Cart. The 'Add Cart' button is highlighted.

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**

How to Schedule an Exam

Step 4 – Schedule Test Center Exam

STEP 4 – Option #2

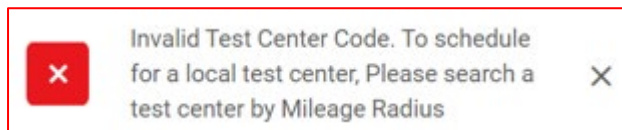
OPTION #2: Search by Test Center Code

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

A screenshot of a web interface for scheduling an exam. The interface is divided into three main sections: 1. Select Your Exam Location, 2. Select Your Exam Date Range, and 3. Search by Mileage Radius or Test Center. In the first section, 'Test Center' is selected. In the second section, the date range is 8/12/2023 to 8/31/2023. In the third section, 'Search a Test Center by Code' is selected. Below this, there is a search area titled 'Search for a Test Center Near You by Code' with a 'Test Center Code' input field containing 'INF' and a 'Search by Code' button. Below the search area, there is a list of results for 'EDUCATORS INC - RTS' at '12 Commerce Avenue' with a 'GetDirections' link and a distance of '99 miles'. A time selection box shows '10:00 AM'. At the bottom right, there are 'Add Cart' and 'Pay Now' buttons. Red arrows point to the 'Search a Test Center by Code' radio button and the 'INF' text in the search field.

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

The screenshot shows a web form titled "Payment" with a breadcrumb trail: Home / Exam Schedule / Register For Exam / Payment. The form is titled "Payment" and has a sub-section "Credits/Debit Cards". It contains four input fields: "Enter Card Number", "Enter Card Name", "YYYY/MM", and "CVV". At the bottom right, there are two buttons: "Cancel" and "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

The screenshot shows a "Payment Summary" form. It lists the exam: "Nurse Aide Written Exam" with a price of "\$0" and a trash icon. Below this, it says "E6A – Temporary Nurse Aide - Examination". A table shows exam details:

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

Below the table, there is a red-bordered box containing the text "Enter the promo code PA7B76FC7INI" and a blue "Apply Code" link. At the bottom, the "Total" is "\$0" and there is a blue "Schedule Now" button.