



Candidate Registration Quick Reference Guide



Contents

- 1 How to Create a CNA365® Account
- 2 How to Submit a Testing Application
- 3 How to Schedule an Exam

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

Rhode Island

Important: This signup page is for Rhode Island 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](#)

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 menu items: Application, Exam Schedule, Grievance Form, Manage Profile, Help, Registry, and a Toggle Sidebar button. 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 blue button labeled '+ Start New Application' is positioned below the flow.

Credentia
CNA365®

Application
Exam Schedule
Grievance Form
Manage Profile
Help
Registry
Toggle Sidebar

Welcome, **Diana Wells**

The Credentia team is committed to providing you with a convenient and hassle-free experience throughout the credentialing process!

Fill Application Form → Register For Exam → Start Exam → Check Exam Scores → Get Certified

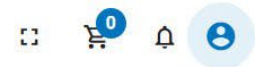
+ Start New Application

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

Rhode Island

Select Your Eligibility Route

E1 - Nursing Assistant

E2 - Nursing Student

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).

Important:
You are allowed one (1) year from the date you began your nursing assistant training program to pass the nursing assistant examination. If you do not pass the NNAAP Examination within a one-year period, you will be required to re-train before you will be allowed to take the examination again.

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

Application Form

Home / Application / Application Form

Rhode Island Nurse Aide Testing Application

Eligibility Route: E1 - Nursing Assistant

SECTION 1 ? TRAINING PROGRAM COMPLETION ⓘ

1) Training Program

select your training program from the drop-down list:

Please select a training program

Rhode Island_TP

2) Course Completion Date ⓘ

enter your training program completion date.

Select Date

1/26/2022

Application Progress

- ? TRAINING PROGRAM COMPLETION
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

Cancel Save as Draft Submit

! 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



Dashboard

Application

Exam Schedule

Grievance Form

Manage Profile

Help

Application Form

Home / Application / Application Form

Cancel

Save as Draft

Submit

Rhode Island Nurse Aide Testing Application

Eligibility Route: E1 - Nursing Assistant

SECTION 1 ? TRAINING PROGRAM COMPLETION ⓘ

1) Training Program

select your training program from the drop-down list:

Please select a training program
Rhode Island_TP

2) Course Completion Date ⓘ

enter your training program completion date.

Select Date
1/26/2022

SECTION 2 ACCOMMODATIONS ⓘ

SECTION 3 REGISTRANT CERTIFICATION ⓘ

Application Progress

- ? TRAINING PROGRAM COMPLETION
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

Toggle Sidebar

How to Submit a Testing Application

Checking Your Application Status



- Dashboard
- Application
- Exam Schedule
- Grievance Form
- Manage Profile
- Help

Welcome, **Gentry Miller**
Below is the list of your active applications...

Rhode Island E1 - Nursing Assistant
Application

Current Status
Pending

January 24th, 2022 / 2:35 PM

Application ID	Submitted Date
1475	01/24/2022

[Summary](#)

Click "Summary" button to see status of your



Application Form
Home / Application / Application Form

Rhode Island Nurse Aide Testing Application
Eligibility Route: E1 - Nursing Assistant

SECTION 1 ? TRAINING PROGRAM COMPLETION ⓘ

1) Training Program

select your training program from the drop-down list:
Please select a training program:
Rhode Island_TP

2) Course Completion Date ⓘ
enter your training program completion date.
Select Date

Application Progress ▾

Application Progress ▲

- ✓ Candidate Submitted
24 Jan, 2022 | 2:35 PM
Submitted for approval...
- ⓘ Training Program Pending
24 Jan, 2022 | 2:35 PM
Pending for approval...

Detailed log of your application review process

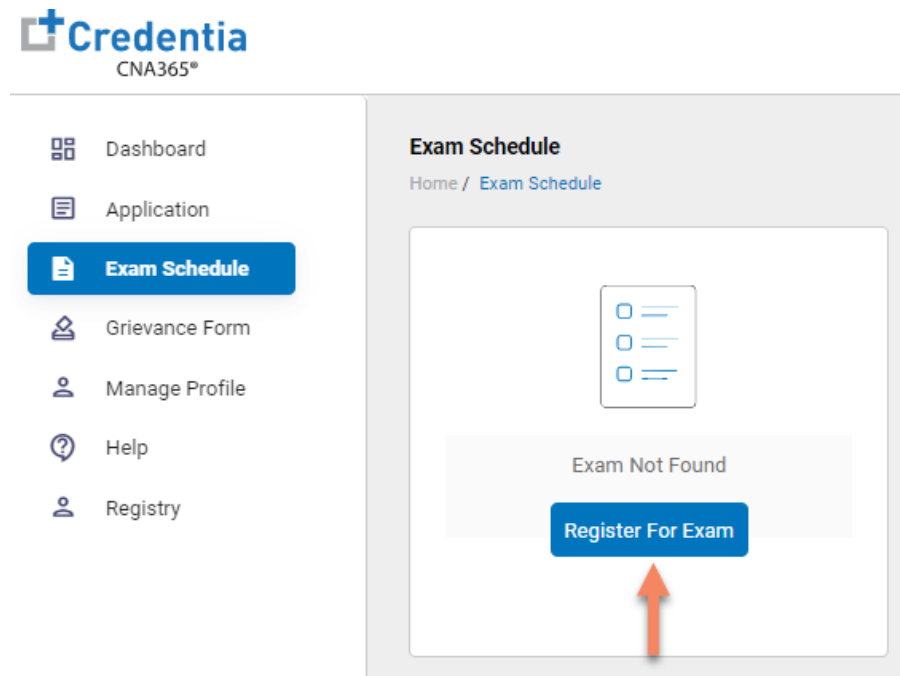
You will receive a CNA365® alert email once your application has been approved and you are able to register for exams

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:

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 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 and bolded. A callout box states: 'Dates in bold have available exam times'.

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 11:00 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

The screenshot displays a web interface for scheduling an exam. It is divided into three main sections:

- 1. Select Your Exam Location:** A radio button labeled "Test Center" is selected.
- 2. Select Your Exam Date Range:** A date range selector shows "5/24/2022" to "6/23/2022" with a calendar icon.
- 3. Search by Mileage Radius or Test Center:** Two radio buttons are present. The first, "Search a Test Center by Mileage Radius", is selected and highlighted with a red arrow. The second is "Search a Test Center by Code or Name".

Below the radio buttons, there is a section titled "Search for Test Center Near You by Mileage Radius" with two input fields: "Your Address" and "Mileage Radius". A blue "Search by Radius" button is positioned below these fields.

Below the search section, there is a date selector showing "06-01-2022".

At the bottom of the interface, a grey bar displays the search results for "EDUCATORS INC - RTS" at "12 Commerce Avenue", with a "GetDirections" link and "Distance 99 miles". Below this bar, a time selector shows "10:00 AM".

At the bottom right, there are two buttons: "Add Cart" and "Pay Now".

How to Schedule an Exam

Step 4 – Schedule Test Center Exam

STEP 4 – Option #2

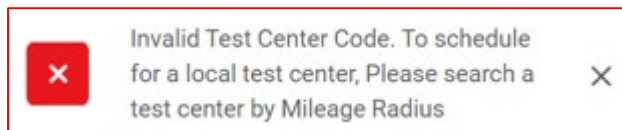
OPTION #2: Search by Test Center Code

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.