



## 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](http://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

4

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

# 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

The screenshot displays the Credentia CNA365\* dashboard. On the left is a sidebar with navigation options: Dashboard (selected), Application, Exam Schedule, Grievance Form, Manage Profile, Help, Registry, and Toggle Sidebar. The main content area features a welcome message for Diana Wells and a process flow diagram. The flow consists of five steps: 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 diagram. The top right corner of the dashboard includes icons for full screen, a shopping cart with a '0' notification, a bell, and a user profile icon.

# 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



Dashboard

Application

Exam Schedule

Grievance Form

Manage Profile

Help

Toggle Sidebar

#### Select Application

Home / Application / Select Application

##### State

Georgia

##### Select Your Eligibility Route

E1 - New Nurse Aide

E2 - LPN/RN Candidate

E3 - Out of State Trained Nurse Aide

E4 - Out of State Trained Nurse Aide - Lapsed

E5 - Georgia Lapsed or Expired Registration

E6 - Reciprocity Candidates

##### Instructions

Once submitted, your application will be reviewed by the state-approved training program where you completed training in Georgia. The state-approved 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 - Georgia State-Approved Nurse Aide Trained Candidate:

For all applicants who have successfully completed a Georgia State-Approved Nurse Aide Training Program. You must pass both portions of the exam within one (1) year from the completion date of your training program or within three (3) attempts, whichever comes first to be placed on the Georgia Registry. Failure to do so will require re-training at Georgia State-Approved Nurse Aide 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



- Dashboard
  - Application**
  - Exam Schedule
  - Grievance Form
  - Manage Profile
  - Help
- Toggle Sidebar

#### Application Form

Home / Application / Application Form

Cancel Save as Draft Submit

#### Georgia Nurse Aide Testing Application

Eligibility Route: E1 New Nurse Aide

##### SECTION 1 TRAINING PROGRAM COMPLETION

1) Training Program  
select your training program from the drop-down list.  
Select a training program  
GA-Training Program

2) Course Completion Date ⓘ  
enter your training program completion date.  
Select Date  
1/13/2022

##### SECTION 2 EMPLOYMENT INFORMATION

##### SECTION 3 ACCOMMODATIONS ⓘ

Click each section to complete application

Section name turns green after completion

#### Application Progress

- TRAINING PROGRAM COMPLETION
- EMPLOYMENT INFORMATION
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION



**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

**Application Form** Cancel Save as Draft Submit

Home / Application / Application Form

### Georgia Nurse Aide Testing Application

Eligibility Route: E1 New Nurse Aide

SECTION 1 TRAINING PROGRAM COMPLETION ^

1) Training Program  
select your training program from the drop-down list

Select a training program  
GA-Training Program ▾

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

Select Date  
1/13/2022 📅

SECTION 2 EMPLOYMENT INFORMATION ▾

SECTION 3 ACCOMMODATIONS ⓘ ▾

**Application Progress**

- TRAINING PROGRAM COMPLETION
- EMPLOYMENT INFORMATION
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

# How to Submit a Testing Application

## Checking Your Application Status



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

### Application

Home / Application

#### Georgia E1 - New Nurse Aide Application

Current Status

Pending

January 22nd, 2022 / 10:46 AM

Application ID	Submitted Date
1348	01/22/2022

Summary

Click "Summary" button to see status of your



### Application Form

Home / Application / Application Form

#### Georgia Nurse Aide Testing Application

Eligibility Route: E1 New Nurse Aide

##### SECTION 1 TRAINING PROGRAM COMPLETION

###### 1) Training Program

select your training program from the drop-down list

Select a training program

GA-Training Program

###### 2) Course Completion Date

enter your training program completion date.

Select date

#### Application Progress

TRAINING PROGRAM COMPLETION

EMPLOYMENT INFORMATION

ACCOMMODATIONS

REGISTRANT CERTIFICATION

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 1 – Register for Exam

### STEP 1

Select "Exam Schedule" from the navigation menu and then select the "Register for Exam" button



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

#### Exam Schedule

Home / Exam Schedule



Exam Not Found

Register For Exam





# 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.

**Left Stage: Select Your Exam Type**

- 1. **Select Your Exam Type**: Radio button for **Online** is selected.
- 2. **Select Time Zone**: Dropdown menu shows **(UTC-07:00) Arizona**.
- 3. **Select Date**: Calendar for **DEC 2021** is shown. The date **20** is selected. A callout box states: "Dates in bold have available exam times".

**Right Stage: Select Your Exam Type**

- 4. **Select Range**: Three time range options are shown: **08 AM - 12 PM** (selected), **12 PM - 04 PM**, and **04 PM - 08 PM**.
- 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**.
- 6. **Add Cart**: A button labeled "Add Cart" is visible at the bottom right.

# How to Schedule an Exam

## Step 4 – Schedule Test Center Exam

### STEP 4

#### To schedule an exam at a test center:

1. Select Test Center
2. Select your time zone
3. Select your preferred exam date range
4. If your training program provided you with a Test Center ID, select the “Find Test Center” option and enter your Test Center ID
5. Select the “Search” button to find available exam dates
6. Select an available exam date
7. Select a test center from the available list
8. Select a test time from the available list
9. Select “Add Cart” button

This screenshot shows the initial search interface. At the top, there are two radio buttons: "Online" and "Test Center", with "Test Center" selected. Below this are three input fields: "Select Time Zone" (with a dropdown menu showing "(UTC-06:00) Central ..."), "Select Date Range" (with a date range "1/4/2 - 1/13/2" and a calendar icon), and "Find Test Center" (with a search icon). A blue "Search" button is centered below these fields. Below the "Search" button are three date selection buttons: "25. Dec, Sat", "27. Dec, Mon", and "06. Jan, Thu". A "Help" link is visible in the bottom right corner.



This screenshot shows the results of a search. At the top, the "Test Center" radio button is selected. Below are the same three input fields as in the previous screenshot. A blue "Search" button is centered below these fields. Below the "Search" button are three date selection buttons: "25. Dec, Sat", "27. Dec, Mon", and "06. Jan, Thu". Below these are three test center cards. The first card is for "International Council on Education (ICE)" at "3508 Lauren St, Copperas Cove", with a "Directions" link and "3 Km away" distance. Below the card are three time selection buttons: "10:24 AM", "10:24 AM", and "10:24 AM". At the bottom right, there are two buttons: "Add Cart" and "Pay Now".

# How to Schedule an Exam

## Step 5 – Enter Payment Information in Shopping Cart

### STEP 5

#### Select payment method:

1. If you have a voucher, enter the voucher code and click the “Apply Code” link (if your training program assigned a code to your account previously it will appear automatically)
2. If you are paying with a credit/debit card, enter you card information and select “Save Card”
3. If you are paying with ACH (electronic check), enter your bank information

**Payment**

Home / Exam Schedule / Register For Exam / Payment

Saved Cards 2

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**Add Card**

Credits/Debit Cards

Enter Card Number

Enter Card Name

YYYY/MM  CVV

3

**Payment Summary**

**Nurse Aide Written Exam** \$27

E5 – Georgia Lapsed or Expired Registration

Exam Mode	Exam Date	Exam Time
Online	01/29/2022	12:00 PM EST

**Nurse Aide Skills Exam** \$85

E5 – Georgia Lapsed or Expired Registration

Exam Mode	Exam Date	Exam Time
Test Center	02/04/2022	8:00 AM EST

Enter the promo code   1

**Total** \$112

# How to Schedule an Exam

## Step 6 – Make Payment

### STEP 6

If you are paying for your exam(s) by credit/debit card, in the shopping cart checkout:

1. Select the saved card you want to use for payment
2. Enter the CVV code for security purposes
3. Select the “Pay” button

**Payment**  
Home / Exam Schedule / Register For Exam / Payment

Saved Cards ^

	Name on card	Expires on
<input checked="" type="radio"/> xxxx xxxx xxxx 1111 visa	Phani Varma	10/2026

Enter CVV( ?):

CVV

**Payment Summary**

<b>Nurse Aide Written Exam</b>	\$27	
E5 – Georgia Lapsed or Expired Registration		
Exam Mode	Exam Date	Exam Time
Online	01/29/2022	12:00 PM EST

<b>Nurse Aide Skills Exam</b>	\$85	
E5 – Georgia Lapsed or Expired Registration		
Exam Mode	Exam Date	Exam Time
Test Center	02/04/2022	8:00 AM EST

Enter the promo code

**Total** **\$112**

You will receive a CNA365® alert email with a confirmation/receipt of your scheduled exam(s)