



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

Maryland

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

4

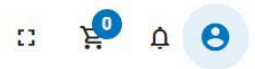
Check your email for your account confirmation and click the “Activate Account” button

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



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

- Toggle Sidebar

Welcome, **Rita Heyward**

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

```
graph LR; A[Fill Application Form] -.-> B[Register For Exam]; B -.-> C[Start Exam]; C -.-> D[Check Exam Scores]; D -.-> E[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



Dashboard

Application

Exam Schedule

Grievance Form

Manage Profile

Toggle Sidebar

Select Application

Home / Application / Select Application

State

Maryland

Select Your Eligibility Route

A1-1 New Geriatric Nursing Assistant – Completed Training

A1-2 New Geriatric Nursing Assistant – Student Nurse Active

A1-3 New Geriatric Nursing Assistant – Student Nurse Inactive

A1-4 New Geriatric Nursing Assistant – Graduate Nurse

A1-5 New Geriatric Nursing Assistant – Graduate Nurse Foreign

A2 - Expired GNA Certificate (LESS than 24 months)

A3 - Expired GNA Certificate (MORE than 24 months)

Instructions :

Once submitted, your application will be reviewed by the state-approved training program where you completed training in Maryland. The Board of Nursing-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.

A1-1 New Geriatric Nursing Assistant – Completed Training -

For all applicants who have successfully completed, within the last twelve (12) months, a Board of Nursing-approved 100-hour nursing assistant training program that includes clinical experience in a Maryland Licensed Nursing Home.

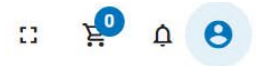
I have read the above definition of the A1-1 New Geriatric Nursing Assistant – Completed Training Eligibility Route and confirm that this is the correct Eligibility Route for me (check the box).

Start

How to Submit a Testing Application

Step 3 – Complete Application

STEP 3



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

Application Form Cancel Save as Draft Submit

Home / Application / Application Form

Maryland Nurse Aide Testing Application

Eligibility Route: A1 1 New Geriatric Nursing Assistant Completed Training

SECTION 1 TRAINING PROGRAM COMPLETION ⓘ

1) Training Program ⓘ

select your training program from the drop-down list:

Training Program
MD_Training Program

2) Course Completion Date ⓘ

enter your training program completion date.

Select Date
3/1/2022

SECTION 2 ACCOMMODATIONS ⓘ

SECTION 3 REGISTRANT CERTIFICATION ⓘ

Application Progress ^

- TRAINING PROGRAM COMPLETION
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

Click each section to complete application

Section name turns green after completion

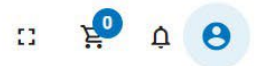
! TIP: save your application by selecting “Save as Draft” button in upper right-hand corner if you want to save and submit later

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

Maryland Nurse Aide Testing Application

Eligibility Route: A1 1 New Geriatric Nursing Assistant Completed Training

SECTION 1 TRAINING PROGRAM COMPLETION ⓘ

SECTION 2 ACCOMMODATIONS ⓘ

SECTION 3 REGISTRANT CERTIFICATION ^

I hereby certify that the information provided on this application form is true and accurate, and that I am the person whose name appears on the application form.

I agree to the above stated attestation.

Application Progress ^

- TRAINING PROGRAM COMPLETION
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

How to Submit a Testing Application

Checking Your Application Status



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

Application

Home / Application

Maryland A1-1 New Geriatric Nursing Assistant - Completed Training
Application

Current Status

● Pending

March 4th, 2022 / 9:07 AM

Application ID	Submitted Date
304760	03/04/2022

Summary

Click "Summary" button to see status of your



Application Form

Home / Application / Application Form

Maryland Nurse Aide Testing Application

Eligibility Route: A1 1 New Geriatric Nursing Assistant Completed Training

SECTION 1 TRAINING PROGRAM COMPLETION

1) Training Program

select your training program from the drop-down list:

Training Program
MD_Training Program

2) Course Completion Date

enter your training program completion date.

Select Date
3/1/2022

Application Progress

Application Process

- ✔ Candidate Submitted
4 Mar, 2022 | 9:06 AM
Submitted for approval...
- Training Program Pending
4 Mar, 2022 | 9:06 AM
Pending for approval...

Detailed log of your application review process

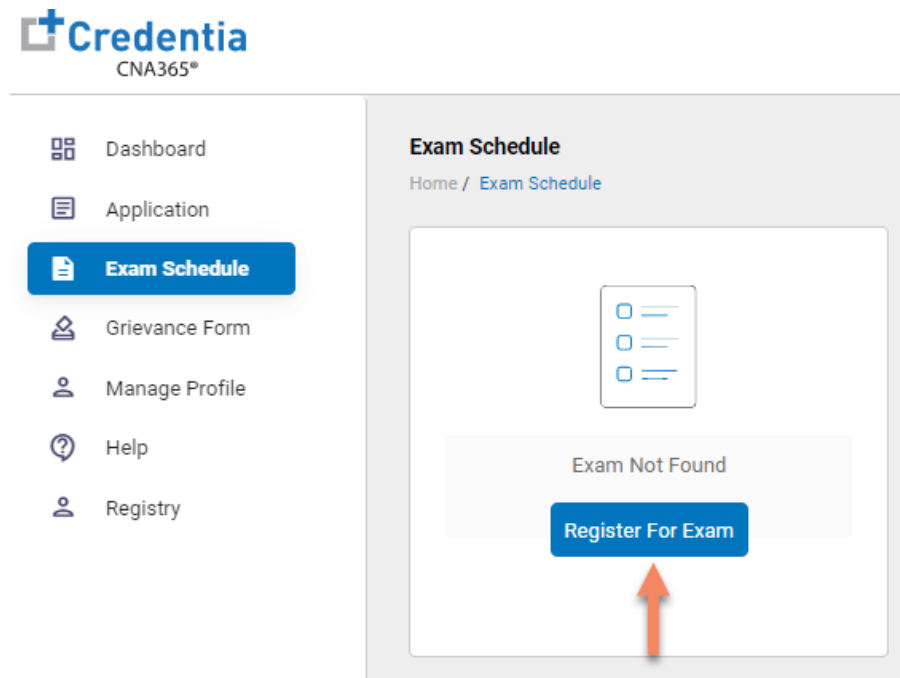
You will receive a CNA365® alert email once your application has been approved and you are able to register for exams

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 (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, 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

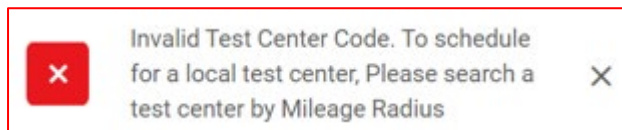
OPTION #2: Search by Test Center Code

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 '10:00 AM' time slot is also visible. 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 has a "Payment" header with an upward arrow. Below it is a section for "Credits/Debit Cards" containing three input fields: "Enter Card Number", "Enter Card Name", and "YYYY/MM" (with "CVV" in a separate field to its right). At the bottom right of the form 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 as "Nurse Aide Written Exam" with a price of "\$0" and a trash icon. Below this is the exam description "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 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.