

INSTRUCTIONS FOR COMPLETING APPLICATION & SCHEDULING EXAMINATION

Log into Credential Management System by:

- www.pearsonvue.com/sc/nurseaides
- Click on Scheduling Instructions
- Scroll to bottom of page and click on Schedule a Test. This takes you to the Credential Management System

Click on Create an Account and follow instructions. When you receive your Candidate ID (410000xxxx), write it down. You will need that. It is your Username.

Click “Complete a Form” from the left menu

Select your Eligibility Route

Complete the chosen eligibility route form

- Section 1 – must check box that definition has been read
- Section 2 – complete Screening Questions
- Section 3 – Accommodations being requested – Yes or No
- Section 4 – Candidate Statement – click on “I agree”. This is your electronic signature

Submit Form

Click on “Find a Provider” from the left menu

Enter your Training Program code – click “Find”

Click on “Titles” – your course ID and name will appear

Click “submit completions”

Enter your training program completion date

Submit – you should receive the message: “The completion was submitted successfully”. Your training program has been contacted to confirm your eligibility. You will receive an email advising you to continue and select a test date once it has been confirmed.

Customer Service phone number effective 5/4/2015 - 866-751-5809