INSTRUCTIONS FOR CREATING AN ACCOUNT
AND COMPLETING APPLICATION

Log into Pearson’s Credential Management System at:
https://i7lp.integral7.com/durango/do/login?ownername=scna

If you do not have an account Click on “Create an Account” and follow instructions.
You will need to confirm your account details and answer a security/password recovery question.

When you receive your Candidate ID (410########), write it down. You will need that. It is your Username.

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Once you are logged into your account, click “Complete a Form” from the left menu.
Select your Eligibility Route:

Complete the chosen eligibility route form (Assuming students are first time CNA applicants, Select the (E1) form)

- Section 1 – must check box that definition has been read – E1 is for new nurse aides
- Section 2 – complete Screening Questions – must answer Yes or No
- Section 3 – Accommodations being requested – Yes or No
- Section 4 – Candidate Statement – click on “I agree”. This is your electronic signature

Submit Form

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Click on “Find Provider” from the left menu
Enter your Training Program ID – click “Find”

**Find Provider**

Mark Candidate - 4100098858

Find a provider by completing any part of this form. Only one item is required.

Find Training Program ID 500303 – click “Find”

Click on “Training Programs”

**Find a Provider**

Mark Candidate - 4100098858

Click “Submit Completions”

**Find a Provider**

Mark Candidate - 4100098858

On the calendar, click on your training program completion date
Click “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 the form has been confirmed by the provider you select.

Your trainer can then create test authorizations by approving your form – the trainer (AKA “Provider”) must approve your form before you can schedule an exam.

Once your provider has approved the form, go to the “Home Page” and click to schedule your exam (this takes you from the registry into Pearson exam scheduling):
Click the Skills exam to schedule your appointment:

Customer Service phone number - 866-751-5809