

# How to Submit for Reimbursement - SCNA

## Exam Reimbursement –

Under federal and South Carolina state laws, candidates employed as nurse aides in nursing homes that participate in Medicaid/Medicare programs are prohibited from paying their examination fees. Employers must pay the examination fee and any **re-test fee for those candidates in their employ as nurse aides** or candidates who have a written commitment or signed acceptance of employment on file in a Medicaid/Medicare-certified nursing home. Candidates must pay online and be reimbursed by the employer. Candidates not employed as nurse aides in these facilities are permitted to pay their own examination fee and may be eligible to submit for reimbursement.

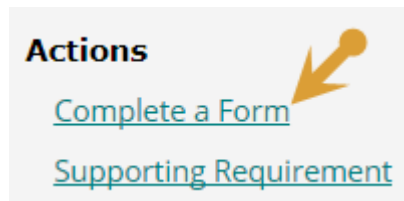
After you make payment, a confirmation will appear on the screen and will be emailed to you. Print this e-mail confirmation to be used as your receipt to request reimbursement from your employer, if you qualify.

## Renewal Reimbursement -

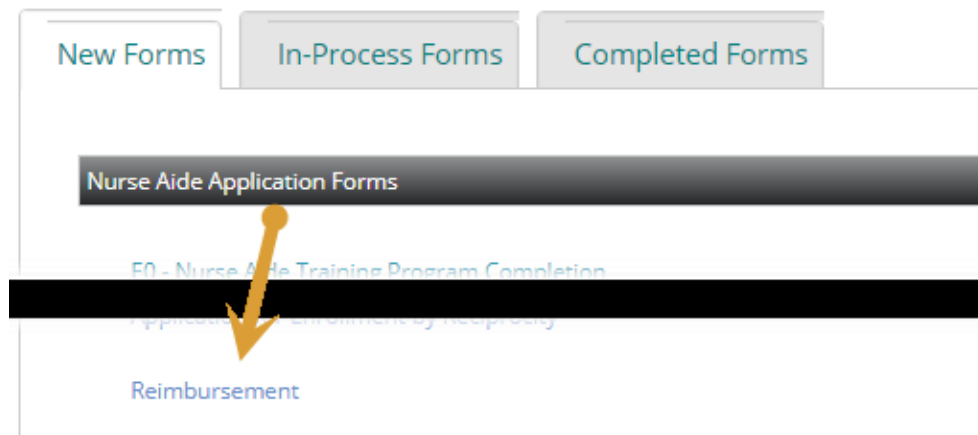
If you work at a Medicaid certified facility (nursing home), you must pay the \$28 renewal fee HOWEVER your employer MUST reimburse you. To receive reimbursement, print the confirmation screen or the confirmation email that will be sent to you immediately after you make your payment, and submit this to your employer for reimbursement.

### Steps:

1. Log into your Pearson Credential Management account:  
<https://i7lp.integral7.com/durango/do/login?ownername=scna>
2. On the left side of the screen, you'll see a menu bar - scroll down to "Actions", then "Complete a Form"



3. Under Nurse Aide Application Forms, you'll see a Reimbursement form. Select "Reimbursement"



4. The form opens. Complete all information and click "Submit Form"

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5. Within 48 hours of submitting the form, the letter will be printed and mailed to the address you have on file in Pearson Credential Management.
6. If you need to access this in the future, select "Printable Documents"

