Managing training program completions

A guide for DC Home Health Aide training providers

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Introduction

District of Columbia Home Health Aide (DCHHA) candidates following the H1, H2, and H3 eligibility routes are required to self-report their completion of a District of Columbia state-approved training program. As a training program provider you must confirm whether or not candidates actually completed your training program by confirming or denying their records on the Manage Training Program Completions page in Credential Manager.

- **Note:** When candidates submit their training programs, you will receive an email notifying you that there are pending records ready to confirm.

Your impact on the candidate's journey to certification

The confirmation of candidates' training program completions is a critical step in the candidate journey to licensure. Candidates cannot submit their applications to take the NNAAP® exam until their training program completion has been confirmed.

A candidate’s journey to exam eligibility via confirmation of their training program involves 4 key steps as shown below:

1. **Candidate completes training program**
2. **Candidate submits training program completion**
3. **Provider confirms training program completion**
4. **Candidate is approved to test**

How to use this guide

The instructions on the following pages are divided into two sections:

The first section is for candidates. These steps show them how to create a Credential Manager account and submit their training program completion dates. You can print these pages out and provide them to your candidates if you will not be present when they perform these actions. **Click the links below to jump to the instructions:**

- [Create an account and submit your application](#)
- [Submit your training program completion dates](#)

The second section is for you, the training program provider. These steps show you how to create a Credential Manager account and review candidates' training program completion records. **Click the link below to jump to the instructions:**

- [Confirm or deny training program completions](#)
Candidate process

The following steps describe the process that candidates should follow to create an account in Credential Manager, submit the appropriate application form, and submit their training program completion dates. Use these steps to understand the candidate experience and/or provide instruction to your candidates.

Create an account and submit your application

1. Go to: https://i7lp.integral7.com/durango/do/login?ownername=dcna&usertype=admin
   Click Create an account.

2. Read the Candidate ID Agreement.
   Click Create a profile at the bottom of the page.
3 Enter your demographic information. Required fields are marked with an asterisk (*). (Note: In the Custom Question section at the bottom of the page, you must select which certification you plan to achieve.)

When done, click Submit.

4 A message displays indicating that your account has been created and an email has been sent to you.

Candidate ID Created

Test Candidate - 0910000401

An email message containing login and account activation instructions has been sent to the email address provided during registration. The account must be activated by Dec 16, 2016.

5 Close and re-open your browser. Then check your email inbox for your self-registration email. In the email, you will see a link and activation code. Click the link to activate your account.

Dear Test Candidate,

Your user login to District of Columbia Nursing Assistant and Home Health Aide program profile has been created.

Your new dcona ID is: 0910000401

To activate your account, please go to https://71p.integral7.com/durango/aa?aakey=ipQhcFMDZKIHAZbpAWBE

Your account authorization code is: JgCwzygs

Once you activate your account, you will be asked to verify your username and set your password, You will be able to access your account immediately. After you have activated your account, you will not be able to access the above link.
6. Set your username and password, then click **Submit**.

![New Registration Form](image)

7. Verify your demographic information and make changes as needed. (Note: You will be required to review your demographic information every 180 days.) When done, click **Verify**.

![Custom Questions](image)

8. You are brought to your home page, where you must select your Home Health Aide eligibility route (H1, H2, or H3). Click the link for your desired route. *This launches the application form specific to your eligibility route.*

![Welcome to District of Columbia Home Health Aide Certification Program](image)

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Complete the application. When done, click **Submit Form**.

**H1 - District of Columbia New Home Health Aide Application**

This application should only be submitted by candidates completing the H1 Eligibility Route. If you are qualifying using a different Eligibility Route, click "Complete a Form" from the menu on the left side of the page and select the form for your Eligibility Route.

**1 - ELIGIBILITY ROUTE (H1)**

* H1 District of Columbia State-Approved Home Health Aide Candidate - For all applicants who have successfully completed a District of Columbia State-Approved Home Health Aide Training Program within the last twenty-four (24) months.

I have read the above definition of the H1 Eligibility Route and confirm that this is the correct Eligibility Route for me.

**Important Information**

- **Training Program** - If you have not already done so, you must electronically report your training program completion after submitting this application by clicking on "Find Provider" located in the menu on the left side of the page. Your training course provider will then confirm your training program information. If your training school is currently closed, you MUST notify the state at [http://doh.dc.gov](http://doh.dc.gov) in order to become eligible to test.

- **Exam Completion** - You must pass both portions of the exam within two (2) years from the completion date of your training program or within three (3) attempts, whichever comes first in order to be placed on the Washington, D.C. Registry. Failure to do so will require full re-training at a District of Columbia Approved Home Health Aide Training Program.

You must now submit your training program information. To get started, following the steps in the next section.
Submit your training program completion dates

1. In the left-hand navigation menu under Providers, click Find Provider.

2. Enter the name of your training program or the training program ID. You can also search for your provider by selecting your state. Click Find. If you have problems finding your training program, please ask your provider for assistance.

3. Locate your provider in the list and click Titles to submit your training program information.

4. A list of programs is displayed. Locate your training program and click Submit credits.
Select the **Start Date** of your training program and click **Submit**. *Note: You cannot submit dates in the future.*

If your submission was successful, you will see a confirmation message at the top of the page:

**Find a Provider**

*Test Candidate - 0910000401*

*The credits were submitted successfully*

Once the provider has confirmed your training program *and* you have submitted the application, you will receive an email notification confirming that you are eligible to schedule your exam.

To schedule your exam, log in to Credential Manager and click the provided link as shown below: