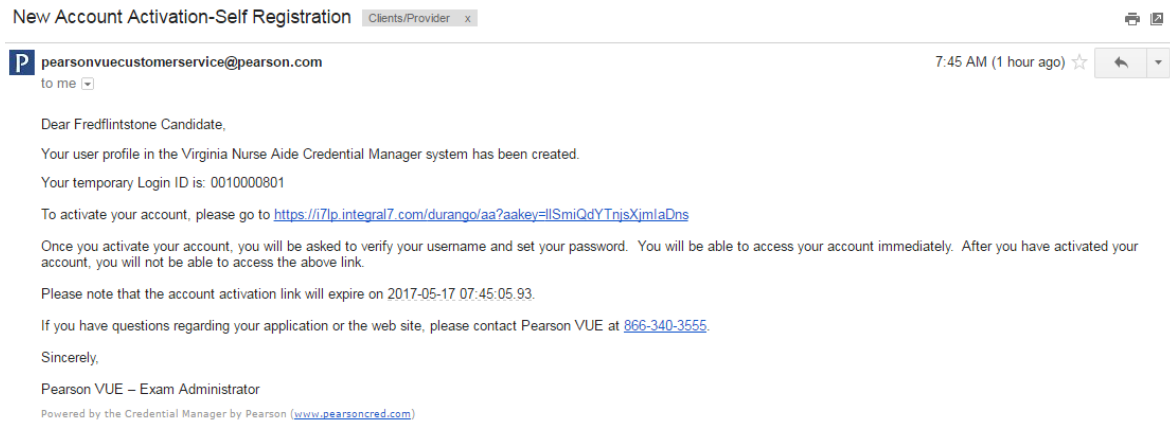


Virginia Nursing Assistant candidate experience: Activate Credential Manager account

Candidates: Follow the steps below to activate your Credential Manager account.

- 1 You will receive an account activation email. Click the activation link in the email as shown in the example below:



- 2 On the New Registration page, you can change your username from the default assigned. Then, enter a password for your account and click **Submit**.

New Registration

Security Questions Added/Updated Successfully.
Enter a new Username and Password below.

Username

Password

Confirm Password

- 3 Enter your personal information. **Please make sure the email address you enter is the same email you gave to your training program provider.**

Personal Information

Amy Candidate - 0610000200

Candidate Record

Initially, and every 180 days, we like to verify your demographic information. Please verify your information or use the Update Personal Info link to the left to make the appropriate changes. Once verified, you may access the other areas of the site.

Fields marked with an * are required.

General Information Verify that name is as it should appear on certificate.

Enter your name and social security number EXACTLY as it appears on your government-issued identification.

Prefix

First Name **Amy**

Middle Name

Last Name **Candidate**

| ID Name | ID | Last Updated |
|---------------|------------|--------------|
| Registry ID | 0610000200 | 02/22/2016 |
| PROVIDERWEBID | 0610000200 | 02/22/2016 |

4

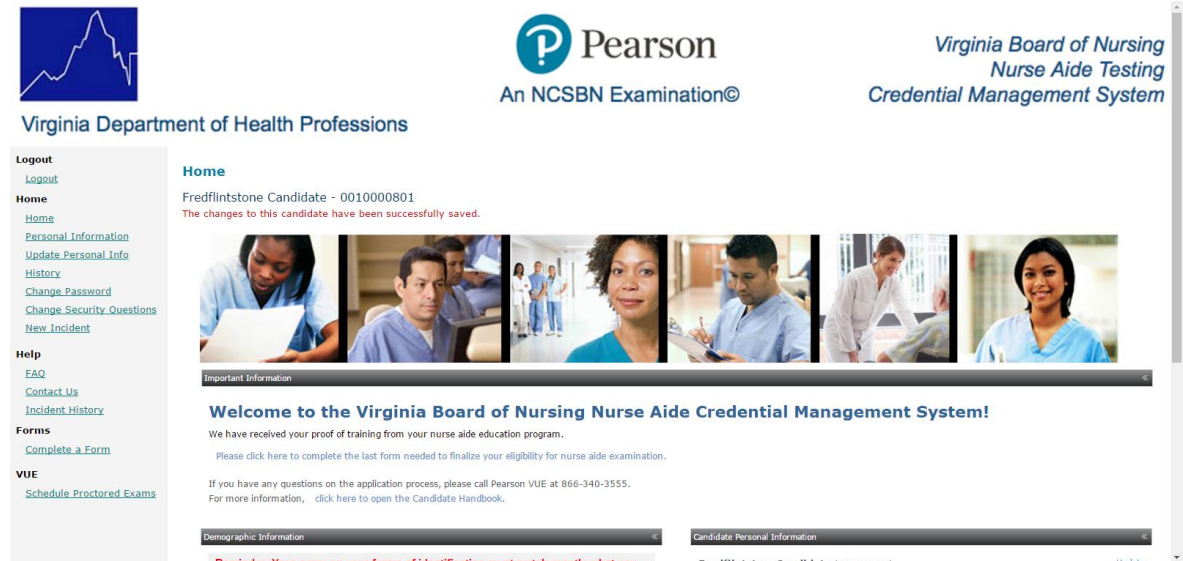
Scroll to the bottom of the page and review the End User License Agreement. Then click **Verify**. You will be directed to your Home Page.



5

You must now complete your application to take the NNAAP exam.

Follow the instructions on your home page as shown in the example below:



6

If no accommodation was requested, the candidate will see the following landing page and can schedule their exam by clicking on the link that connects them to Pearson VUE's scheduling system.

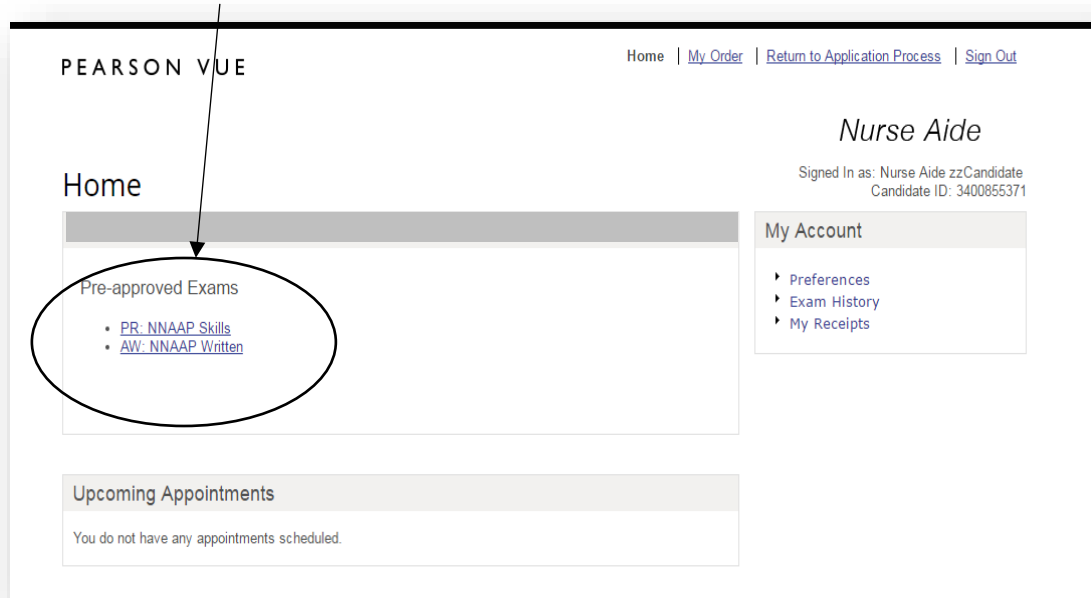
Congratulations! You have successfully completed your Nursing Assistant training program and your application.

[Click here to schedule your Nurse Aide examination\(s\).](#)

7

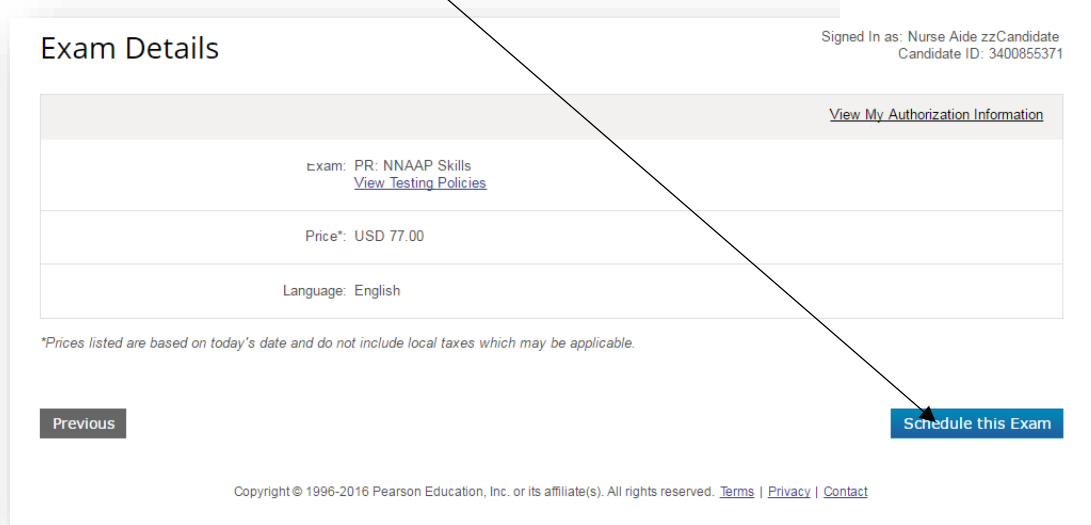
The candidate connects to Pearson VUE's scheduling system.

Candidate will select one exam at a time . Pearson VUE recommends all candidates schedule SKILLS exam first as these exams fill up faster than the written exams.



8

Verify this is the correct exam. Click SCHEDULE THIS EXAM.



9

For regional test centers, candidate can key in their address and the system will give the three closest centers to their home address. Choose up to 3 sites at a time for availability

(If candidate is using an In-Facility (INF) Center, type in INF code

Choose a center. Click NEXT

! If your instructor provided a Center Code, please search for an In-Facility Test Center. Otherwise, search for a Regional Test Center.

Find Regional Test Centers (RTS) Near You

Your Address:

 ✕

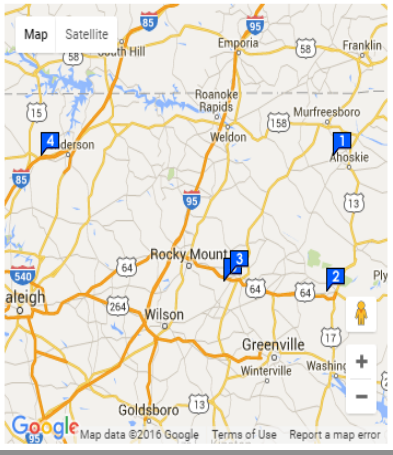
or

Find In-Facility Test Centers (INF)

Test Center Code:

You can select **up to three** test centers to compare availability.

| Test Center | Distance* Show km | Directions |
|--|--------------------------------------|--------------------------------|
| <input type="checkbox"/> 1 ROANOKE CHOWAN COMMUNITY COLLEGE RTS34024 109 COMMUNITY COLLEGE ROAD AHOSKIE, North Carolina 27910 United States | 272.5 mi | Get Directions |
| <input type="checkbox"/> 2 MARTIN REGIONAL TRAINING & TESTING CTR - RTS34056 415 EAST BLVD NC TELE CENTER WILLIAMSTON, North Carolina 27892 United States | 304.3 mi | Get Directions |
| <input type="checkbox"/> 3 HEART-TO-HEART HOME CARE RTS34054 1417 MAIN STREET TARBORO, North Carolina 27886 United States | 310.1 mi | Get Directions |
| <input type="checkbox"/> 4 VANCE-GRANVILLE COMMUNITY COLLEGE RTS34031 200 COMMUNITY COLLEGE ROAD MENDOCEN, North Carolina 27560 | 310.2 mi | Get Directions |



Available dates are shaded . Click on one any of the shaded dates

Click on first available time. If no slots in AM session, check PM session Review order. If OK CLICK. You will then be taken to your shopping cart.

Click ADD ANOTHER EXAM to begin adding the written exam.

11

Repeat process for WRITTEN

Remember the candidate must test both exams on the same day at the same test site for the first attempt.

Once both exams are scheduled, verify order. **CLICK PROCEED TO CHECKOUT**

Nurse Aide
Signed In as: Nurse Aide zzCandidate
Candidate ID: 3400855371

My Order

| Description | Details | Price | Actions |
|---|--|-------|------------------------|
| Exam PR: NNAAP Skills Language: English Exam Length: 30 minutes | Appointment Saturday, April 23, 2016 Start Time: 10:00 AM EDT Change Appointment Location HEART-TO-HEART HOME CARE RTS34054 1417 MAIN STREET TARBORO, North Carolina 27886 United States Change Test Center | 77.00 | Remove |
| Exam AW: NNAAP Written Language: English Exam Length: 120 minutes | Appointment Saturday, April 23, 2016 Start Time: 08:00 AM EDT Change Appointment Location HEART-TO-HEART HOME CARE RTS34054 1417 MAIN STREET TARBORO, North Carolina 27886 United States Change Test Center | 24.00 | Remove |

Subtotal: 101.00
Estimated Tax: 0.00
ESTIMATED TOTAL DUE: USD 101.00

[Proceed to Checkout](#)

12

Confirm Personal Information. CLICK NEXT

Nurse Aide
Signed In as: Nurse Aide zzCandidate
Candidate ID: 340085371

Checkout - Step 1: Confirm Personal Information

Confirm Personal Information | Agree to Policies | Enter Payment | Submit Order | Summary

IMPORTANT: Your name must exactly match the identification that is presented at the test center or you will not be able to sit your exam.

Name: Nurse Aide zzCandidate

Telephone: +1 360-555-5555

Previous
Next

13

Review Virginia Nursing Assistant Testing Policies. Read, agree by putting √. CLICK NEXT.

Signed In as: Nurse Aide zzCandidate
Candidate ID: 340085371

Checkout - Step 2: Agree to Policies

Confirm Personal Information | Agree to Policies | Enter Payment | Submit Order | Summary

PR: NNAAP Skills

Admission Policy
You must arrive 30 minutes prior to your scheduled time for BOTH the written and skills examinations. If you are late for the written examination you will not be allowed to test and your fees will not be refunded. Skills evaluation times are approximate.

You will be required to bring two (2) original forms of current, not expired, official signature-bearing identification one of which must be photo-bearing. One must be from a U.S. government-issued Social Security card, signed and non-laminated. Your name and social security number on your identification must be the same as the name and social security number you used on the application to register.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor and notes. Phones, pagers, or any other electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the test center.

Please refer to the North Carolina Nurse Aide I handbook for additional details and information.

Reschedule Policy
Fees are non-refundable and non-transferable. If you wish to reschedule your exam, you must contact Pearson VUE at least nine (9) calendar days before your scheduled examination date. You are permitted one (1) time to re-schedule your examination without penalty. Your fee will be transferred to your new examination date. Rescheduling less than nine (9) calendar days prior to your scheduled examination will result in forfeiting your exam fees.

Cancellation Policy
Fees are non-refundable and non-transferable. If you wish to re-schedule your exam, you must contact Pearson VUE at least nine (9) calendar days before your scheduled examination date. You are permitted one (1) time to re-schedule your examination without penalty. Your fee will be transferred to your new examination date. Rescheduling less than nine (9) calendar days prior to your scheduled examination will result in forfeiting your exam fees.

I have read and agree to the Nurse Aide North Carolina policies listed above.

Previous
Next

Candidate will add credit card information (or voucher code information)

CHECKOUT - Step 3. Enter Payment Candidate ID: 34008553/1

Confirm Personal Information Agree to Policies **Enter Payment** Submit Order Summary

Order Total




Subtotal: 101.00
Estimated Tax: 0.00
ESTIMATED TOTAL DUE: USD 101.00

[Add Voucher or Promo Code](#) [What is this?](#)

Voucher/Promotion Code:

Required information is marked with an asterisk (*).

Card Details

We accept the following cards:   

*Card Type:

*Card Number:
(Do not include hyphens or spaces)

*Expiration Date:

*Cardholder's Name:
(Name as it appears on card)

*Security Code: [What is this?](#)

Billing Address

This address must match the address that appears on the account.

*Country:

*Address 1:

Address 2:

Address 3:

*City:

*State:

* Zip/Postal Code:

*Telephone: +
Country Codes

Your card will not be charged until you submit your order on the next page.

When completed CLICK NEXT

When scheduling is completed, candidate will receive confirmation notice via their email account.

- **Appointment Time:** 23 Mar 2016 at 08:00 (8:00 AM)
- **Duration:** 120 Minutes
- **Location:**

- **Accommodations Granted:** None
- **Directions:** From 85 S: Take exit 177 (Roxboro/Avondale exit). Make left at end of exit at the light & keep straight until you get to Club Blvd. Turn right on Club Blvd (at light) & drive about 1-2 miles. Stop at 1420 East club Blvd (right before stop light). There is a Town & Country gas station on left and school is brick building on right. From 85N: Take exit 177 (Roxboro/Avondale exit). Make right at end of exit at light & keep straight until you get to Club Blvd. Turn right on Club Blvd (at light) & drive 1-2 miles. Stop at 1420 East Club blvd (right before stop light) There is a Town & Country gas station on left and school is brick building on right. Park in front of the building.

Exam Policies

- **Admission Policy:** For *NNAAP Written, NNAAP Skills* :
You must arrive 30 minutes prior to your scheduled time for BOTH the written and skills examinations. If you are late for the written examination you will not be allowed to test and your fees will not be refunded. Skills evaluation times are approximate. You will be required to bring two (2) original forms of current, not expired, official signature-bearing identification one of which must be photo-bearing. One must be from a U.S. government-issued Social Security card, signed and non-laminated. Your name and social security number on your identification must be the same as the name and social security number you used on the application to register. No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor and notes. Phones, pagers, or any other electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the test center. Please refer to the North Carolina Nurse Aide I handbook for additional details and information.
- **Reschedule Policy:** For *NNAAP Written, NNAAP Skills* :
Fees are non-refundable and non-transferable. If you wish to reschedule your exam, you must contact Pearson VUE at least nine (9) calendar days before your scheduled examination date. You are permitted one (1) time to re-schedule your examination without penalty. Your fee will be transferred to your new examination date. Rescheduling less than nine (9) calendar days prior to your scheduled examination will result in forfeiting your exam fees.
- **Cancel Policy:** For *NNAAP Written, NNAAP Skills* :
Fees are non-refundable and non-transferable. If you wish to re-schedule your exam, you must contact Pearson VUE at least nine (9) calendar days before your scheduled examination date. You are permitted one (1) time to re-schedule your examination without penalty. Your fee will be transferred to your new examination date. Rescheduling less than nine (9) calendar days prior to your scheduled examination will result in forfeiting your exam fees.

Order Confirmation

Order Number: 0028-0071-1000

Exam Registrations

- **Exam:** PR: NNAAP Skills, English
- **Quantity:** 1
- **Price:** \$US 77.00
- **Candidate:**

- **Appointment Time:** 23 Mar 2016 at 13:00 (1:00 PM)
- **Duration:** 30 Minutes
- **Location:**
Ideal Health Institute RTS34052
1420 EAST CLUB BLVD
DURHAM NC 27704
United States
Phone: 919-596-6811
- **Accommodations Granted:** None
- **Directions:** From 85 S: Take exit 177 (Roxboro/Avondale exit). Make left at end of exit at the light & keep straight until you get to Club Blvd. Turn right on Club Blvd (at light) & drive about 1-2 miles. Stop at 1420 East club Blvd (right before stop light). There is a Town & Country gas station on left and school is brick building on right. From 85N: Take exit 177 (Roxboro/Avondale exit). Make right at end of exit at light & keep straight until you get to Club Blvd. Turn right on Club Blvd (at light) & drive 1-2 miles. Stop at 1420 East Club blvd (right before stop light) There is a Town & Country gas station on left and school is brick building on right. Park in front of the building.
- **Exam:** AW: NNAAP Written, English
- **Quantity:** 1
- **Price:** \$US 24.00
- **Candidate:**

- **Cancel Policy:** For *NNAAP Written, NNAAP Skills* :
Fees are non-refundable and non-transferable. If you wish to re-schedule your exam, you must contact Pearson VUE at least nine (9) calendar days before your scheduled examination date. You are permitted one (1) time to re-schedule your examination without penalty. Your fee will be transferred to your new examination date. Rescheduling less than nine (9) calendar days prior to your scheduled examination will result in forfeiting your exam fees.
- **Additional Information:** For *NNAAP Written, NNAAP Skills* :
Since unexpected situations occur, NACES Plus will consider excusing an absence. Please refer to the North Carolina Nurse Aide I candidate handbook for absence policy.
Note: First time test takers MUST schedule to test BOTH the Written (or Oral) Examination and Skills Evaluation for the same day AND at the same location.

Order Contact

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Order Amounts

- **List Price:** \$US 101.00
- **Discount:** \$US 0.00
- **Fees:** \$US 0.00
- **Tax:** \$US 0.00
- **Order Total:** \$US 101.00

Payments/Refunds

| Payment/Refund | Type | Number | Amount | Paid | Status |
|----------------|------------------|--------|-------------|--------------------------------|----------|
| Payment | Credit Card/VISA | ***** | \$US 101.00 | 22 Feb 2016 at 13:08 (1:08 PM) | Accepted |

Tax displayed is the net total of all taxes charged on this order. A detailed breakdown of the taxes charged will be displayed on the invoice that will be emailed.