Activate your 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:

   Subject: New Account Activation Self Registration
   
   Dear Brent Candidate,
   
   Your user login to Washington Nursing Assistant program profile has been created.
   Your new xena ID is: 48000307
   
   To activate your account please go to
   https://l7lp.integral7.com/durango/aa?aakey=hwQjWLBkCYUYpbnhvGxz
   Your account authorization code is: i0G123
   
   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.
   
   Please note that the account activation link will expire on Fri Mar 18 10:30:13 CDT 2016.

2. You are directed to the Security Questions page. Select security questions for your account and provide the responses. Then click Save.

3. On the New Registration page, you can change your username from the default assigned. Then, enter a password for your account and click Submit.
Enter your personal information. Please make sure the email address you enter is the same email you gave to your training program (provider).

Enter your personal information.

**Personal Information**
Amy Candidate - 061000200

**Candidate Record**
Initially, and every 110 days, we'll verify your demographic information. Please verify your information or use the update personal info link on 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**
First name is as it appears 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

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.

**End User License Agreement**

PLEASE READ THIS END USER LICENSE AGREEMENT ("AGREEMENT"). CAREFULLY. NURSE AIDES COLORADO ("CREDENTIAL SPONSOR") HAS BEEN GRANTED A LICENSE BY PEARSON CREDENTIAL MANAGER A BUSINESS OF NCATEX INC., ("PCH") TO USE THE PCH SOFTWARE AND SYSTEM (THE "SYSTEM") TO MANAGE ITS CANDIDATE AND CERTIFICANT INFORMATION, PCH IS WILLING TO GRANT TO EACH CREDENTIAL SPONSOR CANDIDATE AND/OR CERTIFICANT A LICENSE TO ACCESS AND USE THE PCH CREDENTIAL MANAGER SYSTEM, BUT ONLY UPON HIS/HER ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT. BY CLICKING ON THE "I AGREE" BUTTON, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. IF YOU DO NOT AGREE TO BE BOUND BY EACH OF THE FOLLOWING TERMS AND CONDITIONS YOU WILL NOT GET ACCESS TO THE SYSTEM.

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

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

Note: If you have requested an accommodation, the candidate will see the following landing page.
If no accommodation was requested, the candidate will see the following landing page and can schedule their exam by clicking on the link

**Washington Nursing Assistant Registration Application is now complete!**

Congratulations! You have successfully completed your Nursing Assistant training program and your application. [Click here to schedule your Nurse Aide examination(s).](https://i7lp.integral7.com/durango/do/login?ownername=wana&usertype=admin&link_origin=logoff)

The Regional Test Sites and Test Schedule can be found on the [Washington Nurse Aide website](https://i7lp.integral7.com/durango/do/login?ownername=wana&usertype=admin&link_origin=logoff).

**Candidate account activation**

Candidates will receive an email after a roster is imported. They must first activate their accounts, and then submit their applications.

After candidates activate their accounts, they can log in with the URL below. If they forget their username or password, account recovery options are provided on the login page.

**Candidate URL:**

https://i7lp.integral7.com/durango/do/login?ownername=wana&usertype=admin&link_origin=logoff
Candidate will select 1 exam at a time. We will do SKILLS first

Verify this is the correct exam. Click

Exam Details

Exam: PR NNAAP Skills

Price: USD 74.60

Language: English

View Testing Policies

View My Authorization Information

Schedule this Exam
Will give you closest centers to your home address. Choose up to 3 sites at a time for availability.

(If you are testing In-Facility (INF), type in INF code)

Choose a center. Click

Test Center Search

Find Regional Test Centers (RTS) Near You

Your Address:

312 Waverly Place, Seattle, Washington, 98075, United States

Search by Address

Find In-Facility Test Centers (INF)

Test Center Code:

Search by Code

You can select up to three test centers to compare availability.
Available dates are shaded. Click on one of the shaded dates

Choose time (morning session is filled before afternoon session is available. Check afternoon if nothing listed for morning)
Review date, time and location. (First time test takers must take both written/Oral and Skills at the same testing location on the same date). If correct, choose “Add Another Exam” or if not first time test taker “Proceed to Checkout”

Repeat process for WRITTEN
Review order. If ok, click “Proceed to Checkout”

My Order

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Price</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td>PR: NHAAP Skills, Language: English, Exam Length: 30 minutes</td>
<td>74.00</td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>Appointment: Sunday, May 1, 2016, Start Time: 08:00 AM CDT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Location: WA Fake St - RTS, 211 PIONEER ROAD W, LONG BEACH, WA 90831</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>United States, Change Test Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam</td>
<td>AW: NHAAP Written, Language: English, Exam Length: 190 minutes</td>
<td>36.00</td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>Appointment: Sunday, May 1, 2016, Start Time: 07:00 AM CDT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Location: WA Fake St - RTS, 211 PIONEER ROAD W, LONG BEACH, WA 90831</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>United States, Change Test Center</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 110.00
Estimated Total Due: USD 110.00

Add Another Exam or Proceed to Checkout

Confirm Personal Information. CLICK “Next”

Washington Nurse Aides

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. Update my information.

Name: Alexander Candidate
Telephone: +1 800-667-3564

Copyright © 1996-2016 Pearson Education, Inc. or its affiliate(s). All rights reserved. Terms | Privacy | Contact
Review Washington Nursing Assistant Testing Policies. Read, agree by putting √. CLICK

Then choose “NEXT”
Choose payment type (Voucher or Credit Card)

Order Total

Subtotal: 110.00

ESTIMATED TOTAL DUE: USD 110.00

Add Voucher or Promo Code: What is this?

Voucher/Promotion Code: [input field]

Card Details

We accept the following cards: [images of various cards]

*Card Type: [dropdown menu]

*Card Number: [input field]

*Expiration Date: [input fields]

If choosing Credit Card complete Card Details and Billing Information. Click "Next"

Billing Address

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

*Country: United States

*Address 1: 312 Waverly Place

*Address 2: [input field]

*Address 3: [input field]

*City: Seattle

*State: Washington

*Zip/Postal Code: 98070

*Telephone: +1 800-657-3564

Your card will not be charged until you submit your order on the next page.
Review payment information; click “next”
Review, click “Submit Order”
You can now print the summary by choosing “PRINT SUMMARY”

To exit click “Return Home”

A confirmation notice will be sent to your email account (see below)

Click sign off in upper right hand corner
**PLEASE DO NOT RESPOND TO THIS EMAIL**

This e-mail contains important information about your exam(s) you are scheduled to take. Please ensure these details are correct. If any information is incorrect, please contact Pearson VUE immediately.

**Appointment Details:**

<table>
<thead>
<tr>
<th>Test</th>
<th>Code:</th>
<th>Candidate Information:</th>
<th>Registration ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JRE</td>
<td>JNMAE Written - English (EN)</td>
<td>Amanda Smith Candidate</td>
<td>49600909900</td>
</tr>
<tr>
<td></td>
<td><strong>Date:</strong></td>
<td>01-05-2016</td>
<td>10:00 AM (Time shown is local center local time. )</td>
</tr>
<tr>
<td></td>
<td><strong>Time:</strong></td>
<td>90 Minutes</td>
<td>120 Minutes</td>
</tr>
<tr>
<td></td>
<td><strong>Appointment Time:</strong></td>
<td>09:00 AM (Time shown is local center local time.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Test Center Location (Directions shown below):</strong></td>
<td>4330 EAKLY ST, KTS</td>
<td>LONG BEACH, WASHINGTON 98531</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test</th>
<th>Code:</th>
<th>Candidate Information:</th>
<th>Registration ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P5</td>
<td>JNMAE Skills - English (EN)</td>
<td>Amanda Smith Candidate</td>
<td>49600909900</td>
</tr>
<tr>
<td></td>
<td><strong>Date:</strong></td>
<td>01-06-2016</td>
<td>10:00 AM (Time shown is local center local time.)</td>
</tr>
<tr>
<td></td>
<td><strong>Time:</strong></td>
<td>90 Minutes</td>
<td>120 Minutes</td>
</tr>
<tr>
<td></td>
<td><strong>Appointment Time:</strong></td>
<td>09:00 AM (Time shown is local center local time.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Test Center Location (Directions shown below):</strong></td>
<td>4330 EAKLY ST, KTS</td>
<td>LONG BEACH, WASHINGTON 98531</td>
</tr>
</tbody>
</table>

**Admission Policy:**

For CCA®/NRE®/JRE®/P5®/EKS®/GCE®

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 appointment.

You will be required to bring (2) original forms of current, not expired, official signature-bearing identification one of which must be photo-bearing. Your name on your identification must be the same as the name you used in the application to register.

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

Please refer to the Pearson VUE website for additional details and information.

**Reschedule Policy:**

For all test takers, you must contact Pearson VUE at least 30 calendar days before your scheduled examination date. You are permitted one (1) time to reschedule your examination without penalty. You will be charged twice your examination fee. Rescheduling less than 30 calendar days prior to your scheduled examination will result in forfeiting your exam fees.

**Cancellation Policy:**

For all test takers, you must contact Pearson VUE at least 30 calendar days before your scheduled examination date. You are permitted one (1) time to reschedule your examination without penalty. You will be charged twice your examination fee. Rescheduling less than 30 calendar days prior to your scheduled examination will result in forfeiting your exam fees.

**Additional Information:**

Since unexplained absences occur, Pearson VUE will consider rescheduling an absence. Please refer to the Washington NRM Candidate Handbook for absence notice.

**Test Instructions:**

Visit test center to test BOTH the Written (or Oral) Examination and Skills Evaluation for the same day (AM) at the same location.

Pearson VUE will not be held responsible for expenses incurred beyond the cost of the exam, including but not limited to travel expense and lost wages on the day of the exam.

**Directions to Test Center:**

<table>
<thead>
<tr>
<th>City:</th>
<th>4330 EAKLY ST, KTS</th>
<th>LONG BEACH, WASHINGTON 98531</th>
</tr>
</thead>
</table>

http://www.pearsonvue.com/washington/