Introduction

Any candidate who is seeking Nurse Aide I Certification in North Carolina is required to complete an approved training program and successfully complete a written and skills examination. This document will provide a step by step process.

A candidate’s steps to be eligible to take an examination are:

1. Candidate completes a state approved training program
2. Training provider uploads a roster of students who passed the training program into Credential Manager
3. Account notice email is sent to candidates
4. Candidate logs into Credential Manager account and completes online application
5. Candidate is approved to test

Training program candidate account activation notice

Candidates will receive an email after a training roster of students who have successfully completed the training program is imported. All candidates must first activate their accounts. To do this, they log into Credential Manager and complete their online application so they are approved to schedule their test.

IMPORTANT NOTE: It may take a few hours FOR AN ACTIVATION EMAIL TO BE RECEIVED. If you do not receive within 12 hours please check your junk mail or spam. If you still do not receive your activation account, follow the Account Recovery Process listed below
Account Recovery Process

Go to below web link:

https://i7lp.integral7.com/durango/do/login?ownername=ncna&usertype=candidate&link_origin=logoff

Forgot your Username or Password?

If you have registered for a North Carolina Nurse Aide / Medication Aide exam in the past 2 years, and you don’t know your user name or password, please Click Here to recover your account. You will be required to enter your last name and the email address you used when you originally registered.

SELECT

Complete the requested fields and submit. You will receive email notification to access the account
Activate your Credential Manager account

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:

   Dear Candidate Tester57

   Your new North Carolina Nurse Aide credential management ID is: 3400XXXXXX.

   To activate your account, copy the account activation code below and paste it into the Authorization Code field at https://ip.integral7.com/durango/aa?aaKey=effZWhYHuuhopLeTDb

   Once you activate your account, you will be asked to create 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.

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**.

```
New Registration

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

Username: [Input Field]
Password: [Input Field]
Confirm Password: [Input Field]
```

4. 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 100 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Name</td>
<td>Amy</td>
</tr>
<tr>
<td>Last Name</td>
<td>Candidate</td>
</tr>
</tbody>
</table>
```

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 Complete the demographic information in screen below

6. When all data enter hit submit
7. Complete the registration questions in screen listed below

When completed click submit
8. You are now ready to schedule your examinations

Click on [Click here to Schedule Online.]
9. CHOOSE YOUR EXAM (you must choose one exam at a time)

10. Once exam chosen click on Schedule this Exam
11. **You are now ready to choose your test center location**

- You can search by your address (which will give you the closest test centers by miles from that address)
- Or you can search by test center code (which will give you that test center only)

Select one and click on SEARCH

12. **Choose a test center and click Next**
Dates that are outlined have space available

13. Pick a date then choose time highlighted
14. Review your order for accuracy. If all information is correct, choose and repeat process for next exam.

Once both exams are scheduled, proceed to checkout.
15. Please review and confirm by clicking Next will need to confirm information

![Image of Pearson VUE Nurse Aide North Carolina](image)

16.

![Image of Pearson VUE Nurse Aide North Carolina](image)

- Agree to policies by checking □ I have read and agree to the Nurse Aide North Carolina policies listed above.

- Then click Next

17. You will now be asked to enter payment information

- Complete all required fields and click Next
18.

Checkout - Step 3 of 5: Enter Payment
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:**

Card Details

We accept the following cards:

*Card Type:*

19.

- You will be asked to confirm payment information.
- Once information is validated you will receive a confirmation notice to the email address in your account