Georgia Nurse Aide Candidate Experience:

Activate your Credential Manager account

The steps below describe how a GANA candidate should activate his or her Credential Manager account. You can use these steps to become familiar with the candidate experience, or use them to guide candidates through the process.

How to activate your Credential Manager account:

1. You will receive an account activation email once your provider has submitted your training program completion information.

   From the email, click the activation link as shown in the example below:

   From: <pearsonVUEcustomerservice@pearson.com>
   Date: Wed, May 31, 2017 at 8:15 AM
   Subject: New Account Activation Self Registration
   To: eileen.rassatt@pearson.com

   Dear Steph Candidate,

   Your user login to Georgia Nurse Aide program profile has been created.
   Your new Georgia Nurse Aide ID is: 1110001307

   To activate your account please go to:
   https://i7lp.intergral7.com/durango/aa?aakey=hwQYRcetuyui

   Once you activate your account, you will be asked to create your username and 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 2017-06-30 08:15:24.24.

   If you have questions regarding your application or the web site, please contact pearsonVUEcustomerservice@pearson.com.
Welcome to the Georgia Nursing Assistant Certification program!

2. You will be 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, change your username from the default assigned, if desired. Then, enter a password for your account and click **Submit**.

4. Enter your all personal information. **Please sure to review your First Name and Last Name and does it match what is on your state or government identification. If it is not, please contact customer service. Confirm your email address is current.**
At the bottom of the Personal Information page, review the **End User License Agreement**. Then click **Verify**.

You will be taken to your home page.

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:

Once your application is complete, you’ll see the following message on your home page. You can now click the provided link to schedule your exam. (The link takes you to the Pearson VUE’s scheduling system.)
Note: If you requested an accommodation, your application will require further review. Once you initially submit your application, you will see the following message on your home page:

**Your Application has been submitted.**
Thank you for submitting your Georgia Nursing Assistant Program application for the Nursing Assistant program.

**Your application is pending verification of your ADA Accommodations Request.**
All accommodation requests must be approved by Pearson VUE before you make your exam reservation. For more information on testing accommodations or to submit your accommodation request, refer to the Georgia Accommodations Request page located on the Pearson VUE website.
You will be notified by email if your ADA Accommodations request has been approved. You will then be able to schedule your examinations.

8 The candidate connects to Pearson VUE’s scheduling system.

9 Click on the Skills Exam
Test Center Search

Type in an address and we will find a test center closest to that address.

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:
D Ball Plaza, bala cynwyd, pa. 19004, 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.
Repeat the same process for the Written exam
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>Appointment Saturday, April 23, 2016 Start Time: 10:00 AM EDT</td>
<td>77.00</td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>Location HEART TO HEART HOME CARE RT34054 #417 MAIN STREET TARBORO, North Carolina 27886 United States Change Test Center</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Appointment Saturday, April 23, 2016 Start Time: 08:30 AM EST</td>
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</tbody>
</table>

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

Proceed to Checkout
Nurse Aide

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: +1 380-555-5555

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Checkout - Step 2: Agree to Policies

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

**Nurse Aide North Carolina Policies**

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 exam, you 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 be from a U.S. government-issued Social Security card, signed and non-laminated. Your name and social security number on your identification must match 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, handheld electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings.

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

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

Cancellation Policy
If you wish to re-schedule your exam, you must contact Pearson VUE at least nine (9) calendar days prior to your scheduled 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.

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Jump to: Create a roster (plain text) | Upload a roster | Roster checklist | Troubleshoot roster upload errors