



Candidate Registration Quick Reference Guide



Contents

- 1 How to Create a CNA365® Account
- 2 How to Submit a Testing Application
- 3 How to Schedule an Exam

How to Create a CNA365® Account

1

Click the “CNA365” button at the top of your state website page at www.credentia.com



2

Select the “Sign Up” link on the CNA365® login page

TIP: bookmark the CNA365® login page

3

Fill out the new account form and select “Sign Up” button

South Carolina

Important: This signup page is for South Carolina CNA365 users only. Please visit www.credentia.com/test-takers to select a different state CNA365 login page

Create Your Account

General Information

Enter your name exactly as it appears on your government-issued identification.

First name Middle name
Last name

Other Information

Date of Birth Gender
Address (Number and Street)
City Zip Code
State SSN
+1 Phone number Email

Account Setup

Enter Password Confirm Password

By clicking Sign Up, you agree to our [Terms and Data Policy](#)

Sign Up

Already have an account? [Sign In](#)

4

Check your email for your account confirmation and click the “Activate Account” button

How to Submit a Testing Application

Step I – Start New Application

STEP I

After you login, click on the “Start New Application” button that appears on your Dashboard page

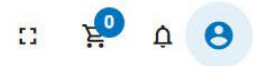
The screenshot displays the Credentia CNA365 dashboard. On the left is a sidebar with a 'Dashboard' button and a list of menu items: Application, Exam Schedule, Grievance Form, Manage Profile, Help, Registry, and Toggle Sidebar. The main content area features a welcome message for 'Diana Wells' and a five-step process flow: Fill Application Form, Register For Exam, Start Exam, Check Exam Scores, and Get Certified. A blue button labeled '+ Start New Application' is positioned below the flow. The top right of the dashboard includes icons for full screen, a shopping cart with a '0' notification, a bell, and a user profile.

How to Submit a Testing Application

Step 2 – Select Your Eligibility Route

STEP 2

1. Select your eligibility route
2. Confirm your eligibility route by checking the box
3. Select the “Start” button



The screenshot shows the 'Select Application' page in the Credentia system. On the left is a sidebar with navigation options: Dashboard, Application (highlighted), Exam Schedule, Grievance Form, Manage Profile, Help, and Registry. Below the sidebar is a 'Toggle Sidebar' button. The main content area is titled 'Select Application' and includes a breadcrumb 'Home / Application / Select Application'. It features a 'State' dropdown menu with 'South carolina' selected, marked with a red circle '1'. Below this is the 'Select Your Eligibility Route' section with five options: 'E1 - South Carolina State-Approved Nurse Aide Trained Candidate' (selected and highlighted with a blue border and a red circle '2'), 'E2 - Out-of-State Trained NOT-licensed Candidates', 'E3 - Lapsed or Expired South Carolina Registry Applicants', 'E4 - Out-of-State Expired Licensed Candidates', and 'E5 - Student Nurse, LPN or RN Graduate, or Military Candidate'. To the right of the eligibility routes is an 'Instructions' section. It contains a paragraph about the NNAAP exam review process, a sub-section for 'E1 South Carolina State-Approved Nurse Aide Trained Candidate' with a paragraph of details, and a checkbox labeled 'I have read the above definition of the E1 Eligibility Route and confirm that this is the correct Eligibility Route for me (check the box)'. This checkbox is marked with a red circle '2'. Below the checkbox is an 'Important:' section with a paragraph about exam completion requirements. At the bottom right of the main content area is a blue 'Start' button, marked with a red circle '3'. The sidebar also includes a 'Toggle Sidebar' button at the bottom.

How to Submit a Testing Application

Step 3 – Complete Application

STEP 3

Click on each section to enter the required information and upload any supporting documentation as prompted

Application Form

Home / Application / Application Form

South Carolina Nurse Aide Testing Application

Eligibility Route: E1 South Carolina State Approved Nurse Aide Trained Candidate

SECTION 1 TRAINING PROGRAM COMPLETION ⓘ

1) Training Program

Select your training program from the drop-down list:

Please select a training program

SC Training Prog

2) Course Completion Date ⓘ

Enter your training program completion date.

Select Date

1/1/22

Cancel Save as Draft Submit

Section name turns green after completion

Click each section to complete application

Application Progress

- TRAINING PROGRAM COMPLETION
- SCREENING QUESTIONS
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

TIP: save your application by selecting “Save as Draft” button in upper right-hand corner if you want to save and submit later

How to Submit a Testing Application

Step 4 – Submit Application

STEP 4

When you have completed all sections, click on the “Submit” button

Application Form

Home / Application / Application Form

[Cancel](#) [Save as Draft](#) [Submit](#)

South Carolina Nurse Aide Testing Application

Eligibility Route: E1 South Carolina State Approved Nurse Aide Trained Candidate

SECTION 1 TRAINING PROGRAM COMPLETION ⓘ

SECTION 2 SCREENING QUESTIONS ⓘ

SECTION 3 ACCOMMODATIONS ⓘ

SECTION 4 REGISTRANT CERTIFICATION

I understand that I am responsible for making sure that all the information provided in this application is completely true and correct. I understand that any information I give that is not true may jeopardize my certification status and listing as a nurse aide and may result in prosecution by the state of South Carolina.

I agree to the above stated attestation .

Application Progress

- TRAINING PROGRAM COMPLETION
- SCREENING QUESTIONS
- ACCOMMODATIONS
- REGISTRANT CERTIFICATION

How to Submit a Testing Application

Checking Your Application Status



- Dashboard
- Application**
- Exam Schedule
- Grievance Form
- Manage Profile
- Help
- Registry

Application

Home / Application

South Carolina E1 – South Carolina State-Approved Nurse Aide Trained Candidate Application

Current Status

Pending

January 22nd, 2022 / 11:10 AM

Application ID	Submitted Date
1349	01/22/2022

Summary

Click "Summary" button to see status of your



Application Form

Home / Application / Application Form

South Carolina Nurse Aide Testing Application

Eligibility Route: E1 South Carolina State Approved Nurse Aide Trained Candidate

SECTION 1 TRAINING PROGRAM COMPLETION

1) Training Program

Select your training program from the drop-down list:

Please select a training program
SC Training Prog

2) Course Completion Date

Enter your training program completion date.

Application Progress

Application Progress

- ✓ Candidate Submitted
22 Jan, 2022 | 11:10 AM
Submitted for approval...
- ⌚ Training Program Pending
22 Jan, 2022 | 11:10 AM
Pending for approval...

Detailed log of your application review process

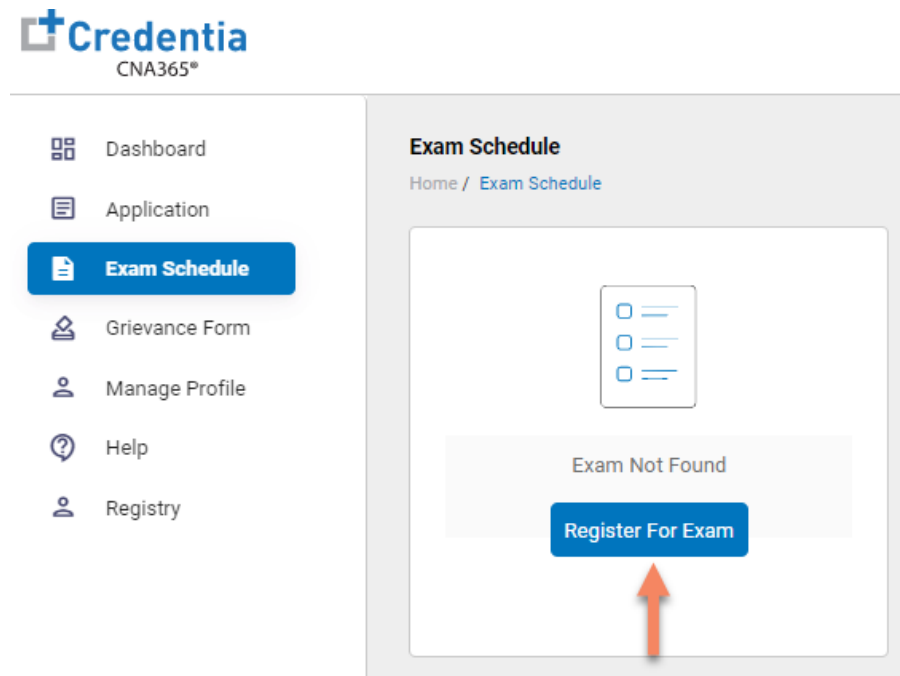
You will receive a CNA365® alert email once your application has been approved and you are able to register for exams

How to Schedule an Exam

Step I – Register for Exam

STEP I

Select “Exam Schedule” from the navigation menu and then select the “Register for Exam” button



How to Schedule an Exam

Step 2 – Select Exam Type

STEP 2


Select the Exam Type (you schedule one exam at a time)

Register For Exam

[Home](#) / [Exam Schedule](#) / [Register For Exam](#)

Eligibility Route Name

E0 – Nurse Aide Training Progra... ⓘ

Select Exam Type 

Nurse Aide Written Exam

Nurse Aide Oral English Exam

Nurse Aide Oral Spanish Exam

Nurse Aide Skills Exam



Select exam type to schedule your exam

How to Schedule an Exam

Step 3 – Schedule Online Exam

STEP 3

To schedule an online written/oral exam:

1. Select online exam
2. Select your time zone
3. Select your preferred exam date (note that days in bold have exam times available and disabled days have no available exam times)
4. Select your preferred time of day range for the exam date selected
5. Select one of the available time slots
6. Select “Add Cart” button

The screenshot illustrates the exam scheduling process in two stages. The left stage shows the initial selection of exam type, time zone, and date. The right stage shows the selection of a time range and a specific time slot, followed by the 'Add Cart' button.

Step 1: Select Your Exam Type. The 'Online' radio button is selected.

Step 2: Select TimeZone. The dropdown menu shows '(UTC-07:00) Arizona'.

Step 3: Select Date. A calendar for December 2021 is shown. The date 31 is selected and bolded. A callout box states: 'Dates in bold have available exam times'.

Step 4: Select Range. Three time range options are shown: '08 AM - 12 PM' (selected), '12 PM - 04 PM', and '04 PM - 08 PM'.

Step 5: Available Slots. A row of time slots is shown: 10:30, 11:00, 11:30, 10:00, 10:45, 11:15, 11:45, and 10:15. The 11:00 slot is highlighted.

Step 6: Add Cart. The 'Add Cart' button is highlighted.

How to Schedule an Exam

Step 4 – Schedule Test Center Exam

STEP 4 – Option #1

OPTION#1: Search by Radius From Your Address

1. Select “Search a Test Center by Mileage Radius”
2. Update you address as desired (default is your system address)
3. Select “Search by Radius” button
4. Select an available exam date
6. Select a test center from the available list
7. Select a test time from the available list
8. Select “Add Cart” button

1. Select Your Exam Location
 Test Center

2. Select Your Exam Date Range
Select Your Exam Date Range
5/24/2022 – 6/23/2022

3. Search by Mileage Radius or Test Center
 Search a Test Center by Mileage Radius Search a Test Center by Code or Name

Search for Test Center Near You by Mileage Radius

Your Address Mileage Radius

Search by Radius

06-01-2022

EDUCATORS INC - RTS 12 Commerce Avenue [GetDirections](#) Distance 99 miles

10:00 AM

Add Cart **Pay Now**

How to Schedule an Exam

Step 4 – Schedule Test Center Exam

STEP 4 – Option #2

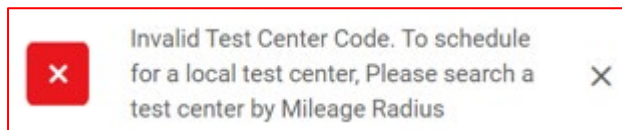
OPTION #2: Search by Test Center Code

1. Select “Search a Test Center by Code”
2. Enter Test Center ID provided to you by your training program next to “INF”
3. Select “Search by Code” button
4. Select an available exam date
6. Select a test center from the available list
7. Select a test time from the available list
8. Select “Add Cart” button

- If a full 5-digit code is not entered, or if any other characters are entered there will be a red alert under the search area

Test center code must start with the letters INF followed by 5 digits

- If an invalid code has been entered an error message will appear

A screenshot of a web interface for scheduling an exam. The interface is divided into three main sections: 1. Select Your Exam Location, where 'Test Center' is selected; 2. Select Your Exam Date Range, with a date range of 8/12/2023 to 8/31/2023; and 3. Search by Mileage Radius or Test Center, where 'Search a Test Center by Code' is selected. Below this, there is a search area titled 'Search for a Test Center Near You by Code' with a text input field containing 'INF' and a 'Search by Code' button. Below the search area, there is a list of results for 'EDUCATORS INC - RTS' at '12 Commerce Avenue', with a 'GetDirections' link and a distance of '99 miles'. A time selection box shows '10:00 AM'. At the bottom right, there are 'Add Cart' and 'Pay Now' buttons. Red arrows point to the 'Search a Test Center by Code' radio button and the 'INF' text in the search field.

How to Schedule an Exam

Step 5 – Enter Payment Information or Voucher in Shopping Cart

STEP 5

OPTION #1: Pay by credit or debit card

1. Enter your credit or debit card information
2. Select the “Pay” button

The screenshot shows a web form titled "Payment" with a breadcrumb trail: Home / Exam Schedule / Register For Exam / Payment. The form is titled "Payment" and has a sub-section "Credits/Debit Cards". It contains four input fields: "Enter Card Number", "Enter Card Name", "YYYY/MM", and "CVV". At the bottom right, there are two buttons: "Cancel" and "Pay".

OPTION #2: Apply voucher

1. In the “Enter Promo Code” box, enter the voucher provided to you by your training program or sponsor
2. Select the “Apply Code” link”
3. Select the “Schedule Now” button

IMPORTANT: Be sure that the exam(s) in your shopping cart match the voucher type

The screenshot shows a "Payment Summary" form. It lists the exam: "Nurse Aide Written Exam" with a price of "\$0" and a trash icon. Below this, it says "E6A – Temporary Nurse Aide - Examination". A table shows exam details:

ExamMode	Exam Date	Exam Time
Online	05/31/2022	11:15 AM EST

Below the table, there is a red-bordered box containing the text "Enter the promo code PA7B76FC7INI" and a blue "Apply Code" link. At the bottom, it shows "Total" as "\$0" and a blue "Schedule Now" button.