How To Register For Pearson Vue Nursing Assistant State Exams

1. You will receive an email from Pearson Vue. The email will contain a link that will allow you to create or recover your Pearson Vue account.

• You will only receive this email after you complete the full NAC training class and you have completed/submitted your clinical hours to ProCare. Your account balance with ProCare needs to be paid in full as well.

2. Click the link in the email. It will take you to the Pearson Vue website. You will be asked to select and answer 2 security questions. These will be used if you forget your login information.

3. After you answer the security questions you will be asked to create a username and password. **Do not** forget your login information. Pick something you will remember.

- The link in the email will only work one time. When you click the link, you need to answer the security questions and create a username/password. If you click the link and those items are not completed, then you will need to request a new email from Pearson Vue.
- You can request a new email by clicking the forgot password/username (recovery) link on the Pearson Vue login page. You can also use this link: <u>https://tinyurl.com/ExamNewEmail</u>
- If you want to log back into your Pearson Vue account, you can find the returning user login link on ProCare's "Resources" page. You can also use this link: <u>https://tinyurl.com/ExamCNA</u>

4. Once you have created your username/password you will be directed to fill out your personal information. This will include your date of birth, address, Social Security Number, etc. When you complete the form, you will click on the "verify" button on the bottom of the page.

- If you are using a mobile device the software may reject your Social Security Number. This is a common error. Try again using a laptop/desktop or a different mobile device. I have not had any issues using the Chrome browser on my laptop so it should work.
- You will need to email DSHS if you do not have a Social Security Number. The email address you need to contact is listed in the form right above the Social Security Number section. You will tell them you don't have a Social Security Number at this time, and you are requesting a Candidate ID number to take your NAC state exam. You will also need to include your name, date of birth, address, and phone number. They will send you a Candidate ID to use instead of a Social Security Number.

5. After you click the "verify" button in step 4 you will be taken to the Pearson Vue home page. Read this page carefully. It will start with any important notices or alerts. Underneath that section you should see something that says, "Welcome to the Washington Nursing Assistant Credential Management System". It will tell you to fill out the "Washington Nursing Assistant Registration Application". This form must be filled out and submitted before you can register for your exams.

6. Click the link for the "Washington Nursing Assistant Registration Application". It will inform you that you get up to 4 attempts to pass the exam. It will also ask if you are requesting any accommodations for a

disability. If you are requesting accommodations, then click "yes". You will need submit doctors notes or any other information they require prior to scheduling the exam. If you select "no" you can proceed to registering for the exam after you submit this form.

• At the bottom of this form you will see a button that says "save" and another that says "submit". You will need to click "submit" if you wish to proceed to scheduling your exams.

7. You will now see a link on the Pearson Vue home page that says, "click here to schedule your nurse aide exams". Click that link. You should see 4 pre-approved exams – Skills exam, written exam, oral English exam, oral Spanish exam. Everyone will do the skills exam. The other 3 are all written exams. You will only pick one of them. Most students will do the one labeled written exam, but you also have the choice to do the oral English or oral Spanish exam. Students will wear headphones if you pick one of those exams and you will receive the questions orally in English or Spanish.

• If you do not see any pre-approved exams, then you can contact Pearson Vue 888.252.8712 or you can send me a message erik@procareacademy.org

8. To register for the skills exam- Click the skills exam link. It will take you to a landing page that says it will cost \$80. Click "next". You will now see a list of regional test centers that offer the skills exam. They are listed in order starting with the center closest to your home address. You can take the exam at any of these locations or you can take the skills exam at our Olympia ProCare facility. To test with ProCare you will need to enter the in-facility code 48414 into the in-facility test box and press search.

9. Navigate through the calendar and find an exam date that works for you. Click on the date when you find an open exam. It will bring up the available test start times on that date. If you click on the start time it will add that exam to your order.

10. To register for the written exam you will follow these steps again. Click "add another exam" then click the written exam you wish to take. The written exam is not available at our ProCare location, so you need to search by your address to view the closest written exam locations. Most students have been testing out of the Tacoma Community College exam center. Find the exam date that works for you and add it to your order.

11. You should now be able to checkout and pay for your exams. You will pay using a debit/credit card. After you make your payment you will receive two emails. One email will be a receipt. The other email will be the registration information (date/time/location/etc.)

12. You can always log back into your account to view your registration (<u>https://tinyurl.com/ExamCNA</u>). If you need to cancel or transfer, you can do that through the Pearson Vue website, or you can call Pearson Vue 888.252.8712.

13. You will also log back into your account to view your text results after you complete your exams. Don't lose your login information.

Below you will find the same basic instructions as above but with pictures to guide you

Washington Nursing Assistant Candidate experience 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 <u>wana</u> ID is: 48000307						
	To activate your account please go to https://i7lp.integral7.com/durango/aa?aakey=hwQiWLBkCYUYpbnhvGxZ						
	Your account authorization code is: ioG123						
	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 .						
	Bantarity Classifieres						
	Queetics r1* Annew"						
	Question #2*						
	- Gamera						

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	0610000200
Password	
Confirm Password	

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 180 days, we like to verify your demographic information. Rease verify your information or use the liphone Personal Toda like in the left to make the appropriate changes. Once verified, you may access the other area of the site. Fields marked with an * are required.			
	General Information Information Enter your name and social security number EXACTLY as it appears on your government-issued identification. ID Name Prefix Registry ID 0610000200 02/22/2016 First Name Amy PROVIDERWEND 0610000200 02/22/2016 Midde Name Last Name Candidate			
5	Scroll to the bottom of the page and review the End User License Agreement. Then click Verify . <i>You will be directed to your home page</i> .			
	Endemted Endemted			
6	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.			
	Your Application has been submitted. Thank you for submitting your Washington Nursing Assistant Registration Application form. Your application is pending verification of your ADA Accommodations Request, you will be notified by email if your ADA Accommodations request has been approved. You will then be able to schedule your examinations.			

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 successfuly I completed your Nursing Assistant training program and your application.

Click here to schedule your Nurse Aide examination(s).

The Regional Test Sites and Test Schedule can be found on the Washington Nurse Aide website.

Candidate account activation

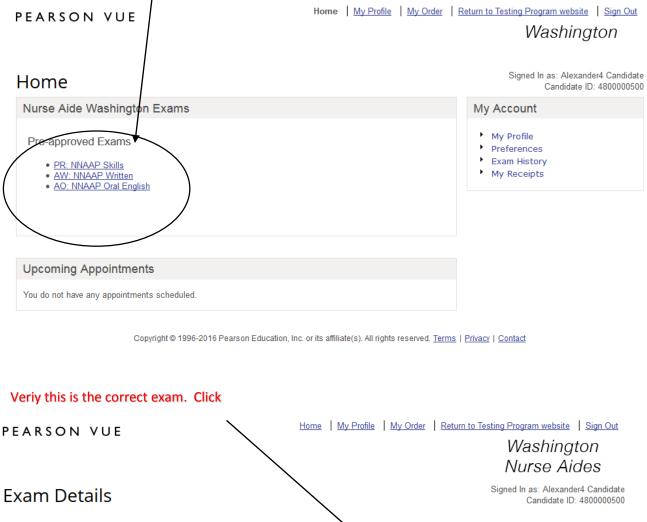
Candidates will receive an email after a roster is imported. They must first activate their accounts, and then submit their applications.

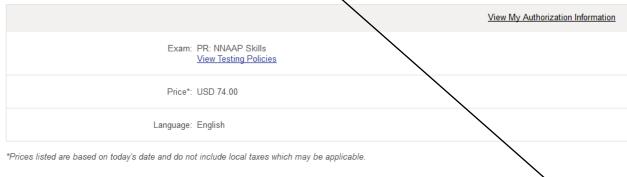
After candidates activate their accounts, they can log in with the URL below. If they forget their username or password, account recovery options are provided on the login page.

Candidate URL:

<u>https://i7lp.integral7.com/durango/do/login?ownername=wana&usertype=admin&lin</u> <u>k origin=logoff</u>

Candidate will select 1 exam at a time . We will do SKILLS first





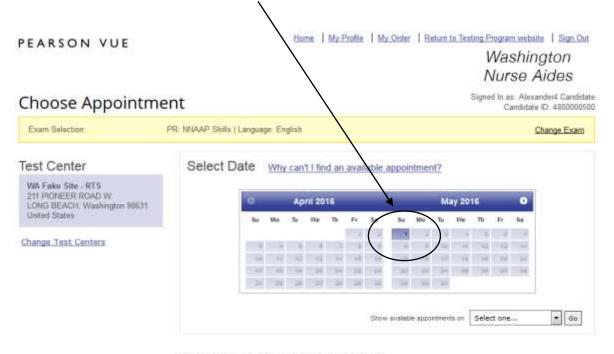
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Schedule this Exam

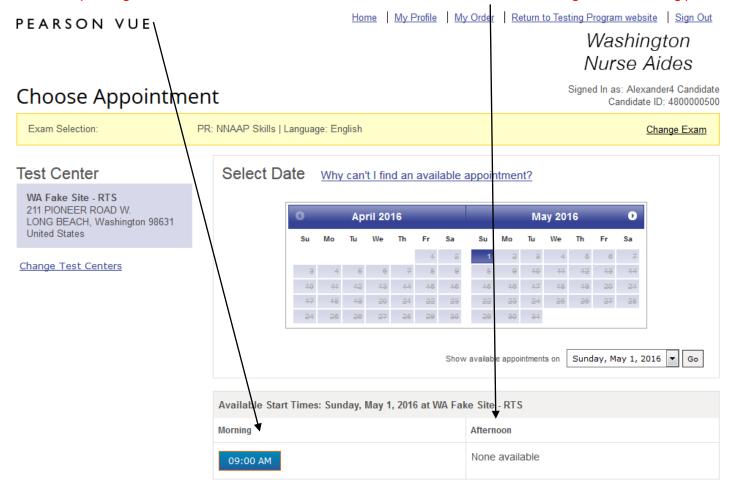
Will give you closest centers to y	our home address	Choose up t	to 3 site	s at a time for availability	
If you are testing In-Facility (INF), type in INF code				
Choose a center. Click	•	\backslash			
PEARSON VUE		Home My Profile	My Orde	er Return to Testing Program website	Sign Out
				Washing Nurse Ai	
Test Center Search		\backslash		Signed In as: Alexand Candidate IE	ler4 Candidate D: 4800000500
Exam Selection: PR: N	NAAP Skills Language: Eng	ish		<u>Ch</u>	ange Exam
Find Regional Test Centers (RTS) New Your Address: B12 Waverly Place, Seattle, Washington, Search by Address			or	Find In-Facility Test Centers (Test Center Code: Search by Code	(INF)
You can select up to three test center Test Center	s to compare availabilit Distance* <u>Show km</u> Direction				Next
NURSING ASSISTANT TRAINING INST 18336 AURORA AVENUE # 102 SHORELINE, Washington 98133 United States	8.2 mi <u>Get</u> <u>Directions</u>	el Map Sate	and the second se	Marysville – Whidbey El Zett	
ACC ESSENTIAL PREP 2937 BROADWAY EVERETT, Washington 98201 United States	20.5 mi <u>Get</u> Directions	and the second	(iii) 4	Redmond Seattle	
MARTHA & MARY HEALTH CARE 19160 FRONT STREET NE	20.6 mi <u>Get</u> Directions	irest [10]	A	SeaTac Since Since	

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

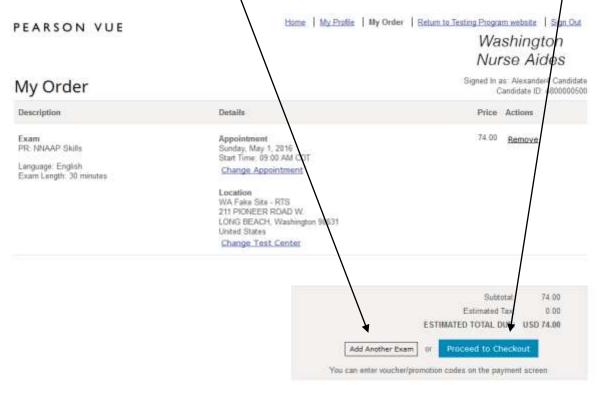


Select a date on the calendar to see available appointments.

Choose time (morning session is filled before afternoon session is available. Check afternoon if nothing listed for morning)



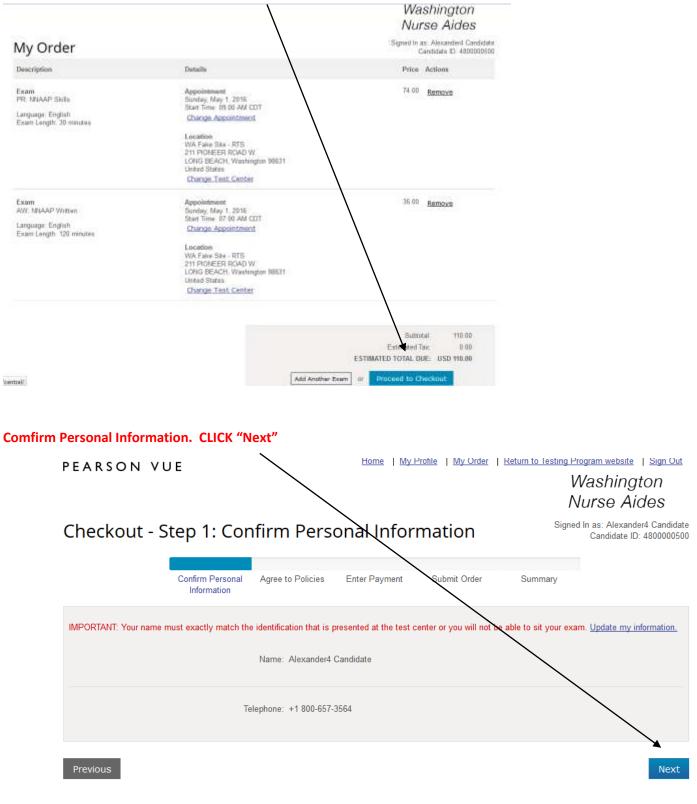
Review date, time and location. (First time test takers must take both written/Oral and Skills at the same testing location on the same date). If correct, choose "Add Another Exam" or if not first time test taker "Proceed to Checkout"



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Repeat process for WRITTEN

Review order. If ok, click "Proceed to Checkout"



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eview Washington Nursing Assistant Testing Po	licies. Read, ag	ree by puttin	g√. CLICK
PEARSON VUE	Home My Profile	My Order Return	n to Testing Program website Sign Out
PEARSON VUE			Washington
			Nurse Aides
Checkout - Step 2: Agree to Policie	S		Signed In as: Alexander4 Candidate Candidate ID: 4800000500
Confirm Personal Agree to Policies E Information	Inter Payment Sul	omit Order S	Summary
Nurse Aide Washington Policies			
PR: NNAAP Skills			
Admission Policy For NNAAP Skills, NNAAP Written:			
You must arrive 30 minutes prior to your scheduled time for BOTH the writ allowed to test and your fees will not be refunded. Skills evaluation times a		ns. If you are late for	the written examination you will not be
You will be required to bring two (2) original forms of current, not expired, on your identification must be the same as the name you used on the app		dentification one of wh	nich must be photo-bearing. Your name
No personal items may be taken into the testing room. This includes all be electronic devices are not permitted to be used and must be turned off dur	-		
Please refer to the Washington Nurse Aide handbook for additional details	and information.		
Reschedule Policy Fees are non-refundable and non-transferable. If you wish to reschedule you scheduled examination date. You are permitted one (1) time to re-schedule examination date. Rescheduling less than nine (9) calendar days prior to y	e your examination witho	u penalty. Your fee w	ill be transferred to your new
Cancellation Policy Fees are non-refundable and non-transferable. If you wish to re-schedule y scheduled examination date. You are permitted one (1) time to re-schedul			
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		have read and agre	ee to the Nurse Aide Washington policies listed a
Previous			X

Then choose "NEXT"

Choose payment type (Voucher or Credit Card)

Washington Nurse Aides

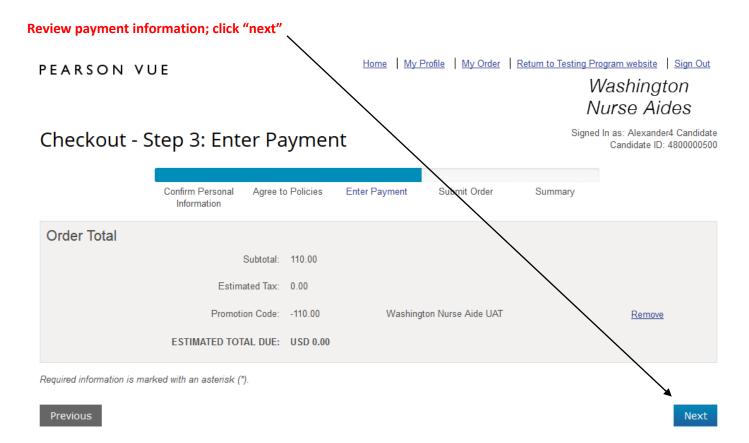
Signed In as: Alexander/I Candidate Candidate ID: 4800000508

Checkout - Step 3: Enter Payment

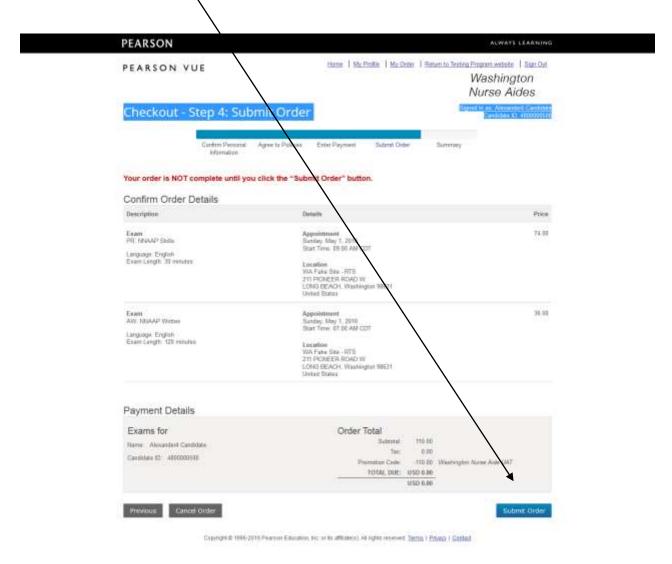
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Required information is n	marked with an asterisk (").				
ouru Dotano	We accept the following cards				
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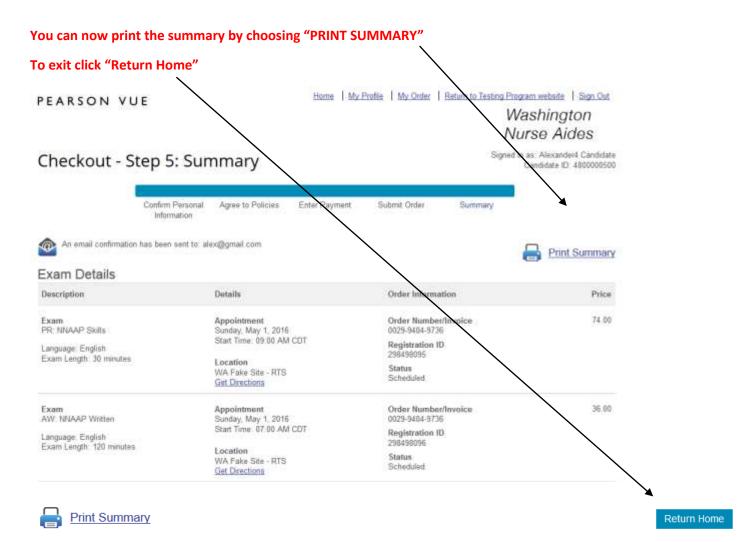
If choosing Credit Card complete Card Details and Billing Information. Click "Next"

Billing Address	
This address must match the address that appears on the account.	
*Country: United States	
*Address 1: 312 Waverly Place	
Address 2:	
Address 3:	
*City: Seattle	
*State: Washington	
* Zip/Postal Code: 98076	
*Telephone: + 1 800-657-3564 Country Codes	
Your card will not be charged until you submit your order on the next page.	*
Previous	Next



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

Click sign off in upper right hand corner

""PLEASE DO NOT ABJPORD TO THE & MINUT" This e-real contains important information atom? (An exercise pro-controlded, the facebox) and the rules. Please ensure these details are on if any information is not correct, please contact Peacon VUC immediately. Association of Details Deniel Number: 0008-8008-8788. Exarts! AW - NNAAF Written - Cright (CNU) Nessector 4 Tandalata 4600000500 288.046396 Candidate Candidate (D) Regularitation (D) 03 Mey 2016 D7 20 AM (Creek sharen in Sent Gerlier haal Innei) 130 Minutes Dets: Texe Appointment Lengt) WA PARE ETE - ETE ELL POMEER ROAD W LONG BEACH, WASHINGTON 38631 UMTED STATES Test Center Lasteture (Directions shavet below) PRI- MMAAP Skille - English (EMD) tient: Alexandent Centildate 4808000500 258448005 Candulate Candulate 10 Registration (2) tiste. Tirse Aboortment Langti tion mines 20129 05:00 AM (Times shown in test center local time.) RC Matubas WA FASE SITE - BTS 215 PROVEER ROWD W. IOWE BEACH, MASIMMOTON BRESS MINITED STATES Tert Center Location (Directions shown balles) Adventure Policy For Intellar mills, Madar Women The insultance of investigation and to your scheduler time for 60% the written and stills assemblished. If you are late for the written same makes you will not be advanted to term and your fires will not be refunded. Skills makestant times are approximate. You will be required to bring two (2) original terms of survey, and example, efficial signature free ing identification over of optic limit (or phate bearing. Your news on your identification must be the came as the harve via cand an the application to signate. No perturbal fairs that be taken into the basing roost. This lockades all large, boost not authorized fairthe aposter and notes. Process, pages, as any other electronic electron and notes fair and multiple faire of diverge being there is no place for stronge of personal being age at the test codes. Please refer to the Washington Nation Asia handblock for additional saturb and information. Inschafule Policy Texis are non-influentiable and non-interreferable. If you wish to inactivable poor exemt, vice must contact Pointon VIC at least nine (0) adminish along before your stateshaded exemulation date. Now are presented and (1) time to re-schedule your supervision adminished points). Your fee will be for adminish by your new means satisfy date. New are presented and (1) time to new the date area to now the schedule date and on the schedule date area of the schedule date and on the schedule date area of the schedu Convellation Policy Persone exerceducidade loci sue transferados. U you walt to re-schedule your exam, pas cent control Pearser fuit at load area of collegate new before para stractificad exerceduce date. No se partecidad en 12 trine to exclusive para exercisator estimat exercit. Your ne will be transferred traver new contenents date. Rescheduling loss New new III Laiteade ductator to your scheduling date and you all activity to exercise force. Additional information: Since unexpected oblations includ. Particle VOL will consider anothing an alwance. Please refer to the Wallington Barte Alda carelebra handbook for absence anity. NUTE: Paul time but taken Must achedule to test Attrict the Worken (or the) Reprintation and Must beautates for the cares day AMI at the Person With with not to held interportille for assessing incurrent leavest the cast of the away, successing but such hydral to travel aspessis and fort ways on the date of the exam. Discritions for Total Confirm Center WAREARS SITE - PTS Thu u & TAKE SHE NO TESTING WILL TAKE PLACE AT THIS SITE. tits lines serunce undestituted/