

# Georgia Nurse Aide Candidate Experience: Activate your Credential Manager account

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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

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*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

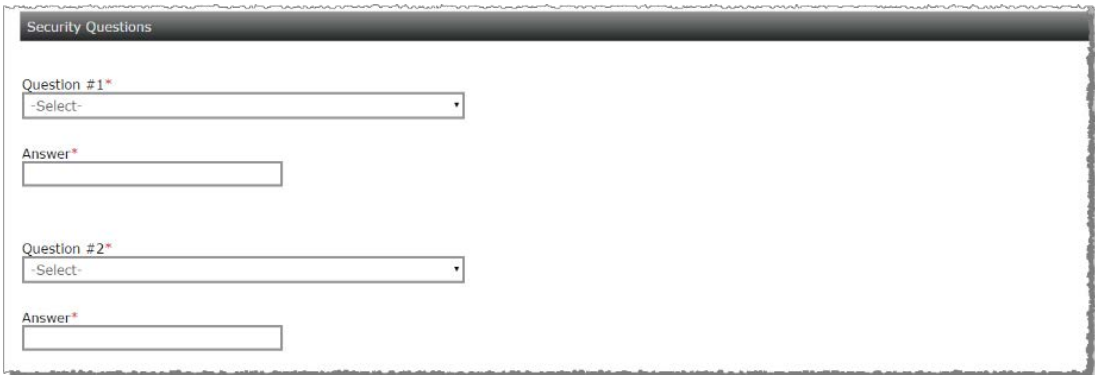
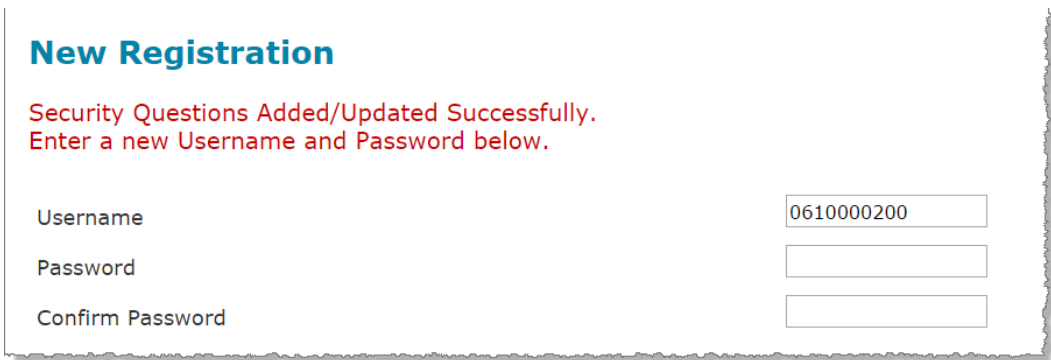
To activate your account please go to:

<https://i7lp.intergral7.com/durango/aa?aakey=hwQYRcetuyiui>

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](mailto:pearsonVUEcustomerservice@pearson.com).

	<p>Welcome to the Georgia Nursing Assistant Certification program!</p>
2	<p>You will be directed to the <i>Security Questions</i> page. Select security questions for your account and provide the responses. Then click <b>Save</b>.</p> 
3	<p>On the New Registration page, change your username from the default assigned, if desired. Then, enter a password for your account and click <b>Submit</b>.</p>  <p>You will be taken to your <i>Personal Information</i> page.</p>
4	<p>Enter your all personal information. <b>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.</b></p>

### Personal Information

Amy Candidate - 0610000200

### Candidate Record

Initially, and every 180 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.

General Information

Verify that name is as it should appear on certificate.

Enter your name and social security number EXACTLY as it appears on your government-issued identification.

Prefix		ID Name	ID	Last Updated
First Name	Amy	Registry ID	0610000200	02/22/2016
Middle Name		<a href="#">PROVIDERWEBID</a>	0610000200	02/22/2016
Last Name	Candidate			

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At the bottom of the Personal Information page, review the **End User License Agreement**. Then click **Verify**.

Verify

#### 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 NCS PEARSON, INC. ("PCM") TO USE THE PCM SOFTWARE AND SYSTEM (THE "SYSTEM") TO MANAGE ITS CANDIDATE AND CERTIFICANT INFORMATION. PCM IS WILLING TO GRANT TO EACH CREDENTIAL SPONSOR CANDIDATE AND/OR CERTIFICANT A LICENSE TO ACCESS AND USE THE PCM 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 will be taken to your home page.*

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**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:

Important Messages

### Welcome to the Georgia Nursing Assistant Credential Management System!

You are receiving this message as you are an applicant who has successfully completed a Georgia State-Approved training program.

Please complete the [Georgia Nursing Assistant Application by clicking here](#)

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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.)

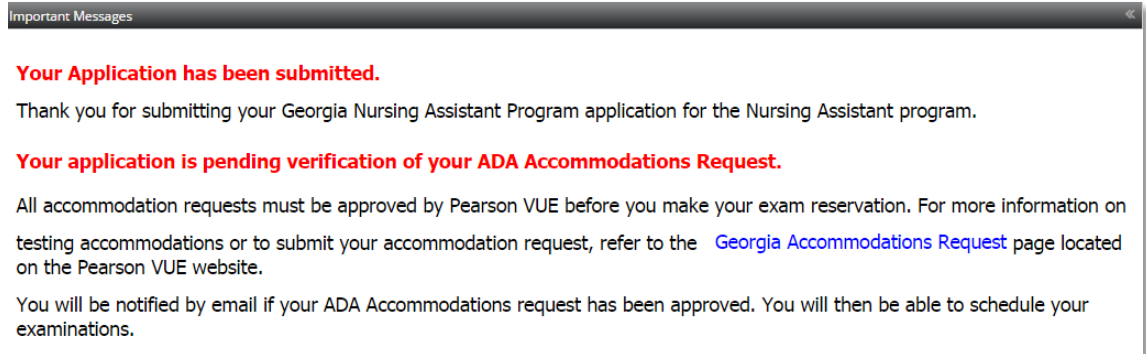
Important Messages

### Georgia Nursing Assistant Registration is now complete!

Congratulations! Successful completion of your Nursing Assistant program has been confirmed and you now can schedule your exam.

[Click here to schedule your Nursing Assistant examination\(s\).](#)

**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.

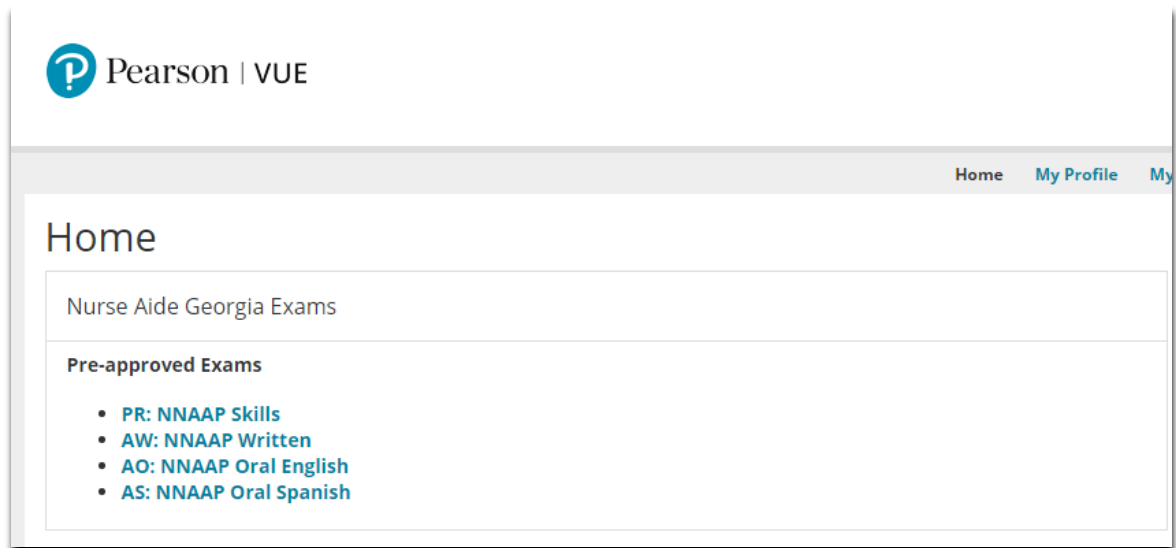
**Your application is pending verification of your ADA Accommodations Request.**

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.

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**The candidate connects to Pearson VUE's scheduling system.**



Pearson | VUE

Home My Profile My

## Home

Nurse Aide Georgia Exams

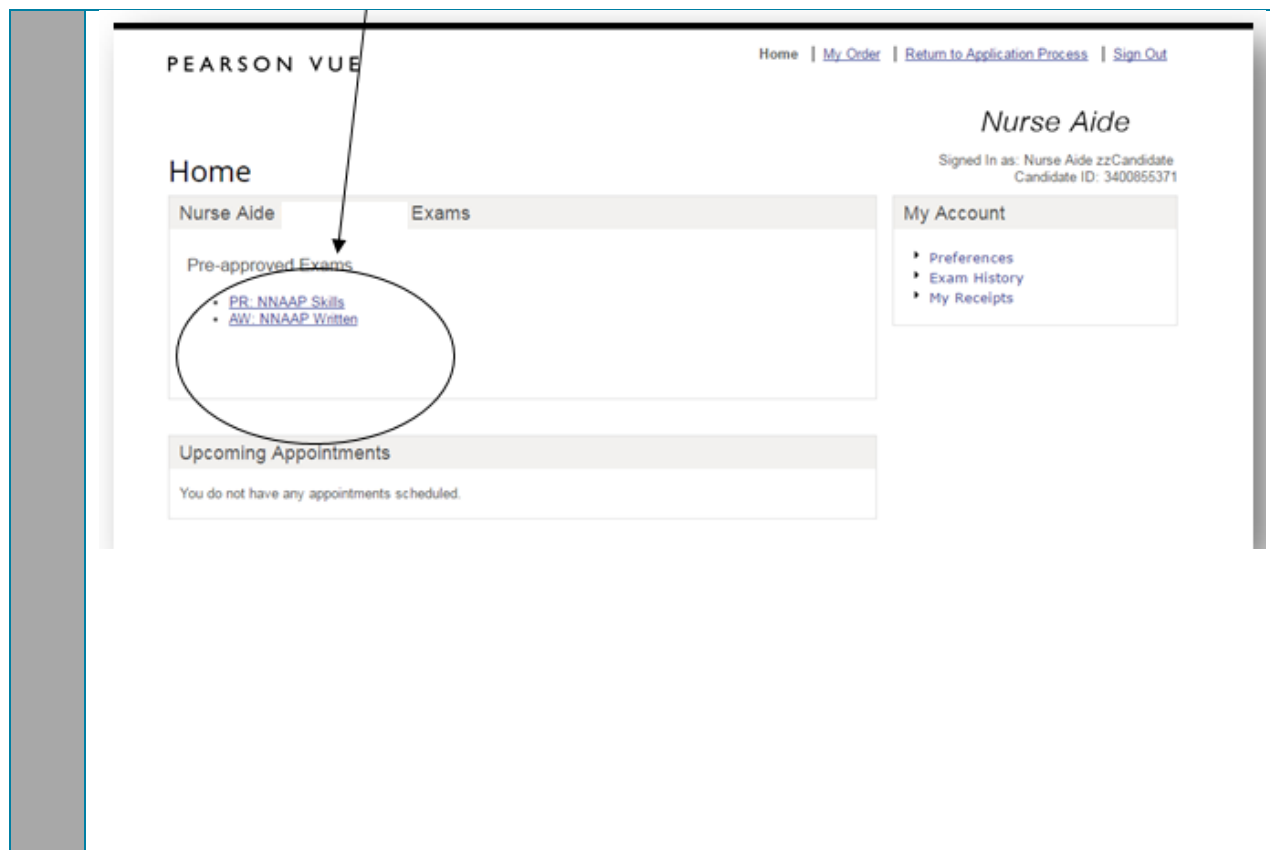
**Pre-approved Exams**

- [PR: NNAAP Skills](#)
- [AW: NNAAP Written](#)
- [AO: NNAAP Oral English](#)
- [AS: NNAAP Oral Spanish](#)

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**Click on the Skills Exam**

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



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## Exam Details

Signed In as: Nurse Aide zzCandidate  
Candidate ID: 3400855371

[View My Authorization Information](#)

Exam: PR: NNAAP Skills  
[View Testing Policies](#)

Price\*: USD 77.00

Language: English

*\*Prices listed are based on today's date and do not include local taxes which may be applicable.*

[Previous](#)

[Schedule this Exam](#)

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We will provide you 3 test centers closest to your house.

**!** 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:

Search by Address

or

Find In-Facility Test Centers (INF)

Test Center Code:

Search by Code

You can select **up to three** test centers to compare availability.

Test Center	Distance* <a href="#">Show km</a>	<a href="#">Get Directions</a>
<input type="checkbox"/> <b>1</b> ROANOKE CHOWAN COMMUNITY COLLEGE RTS34024 109 COMMUNITY COLLEGE ROAD AHOSKIE, North Carolina 27910 United States	272.5 mi	<a href="#">Get Directions</a>
<input type="checkbox"/> <b>2</b> MARTIN REGIONAL TRAINING & TESTING CTR - RTS34056 415 EAST BLVD NC TELE CENTER WILLIAMSTON, North Carolina 27892 United States	304.3 mi	<a href="#">Get Directions</a>
<input type="checkbox"/> <b>3</b> HEART-TO-HEART HOME CARE RTS34054 1417 MAIN STREET TARBORO, North Carolina 27886 United States	310.1 mi	<a href="#">Get Directions</a>
<input type="checkbox"/> <b>4</b> VANCE-GRANVILLE COMMUNITY COLLEGE RTS34031 200 COMMUNITY COLLEGE ROAD HENDERSON, North Carolina 27536	310.2 mi	<a href="#">Get Directions</a>

[Next](#)

Signed In as: Nurse Aide zzCandidate  
Candidate ID: 3400855371

### Change Exam

## Select Date

Why can't I find an available appointment?

April 2016							May 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2							
													7
3	4	5	6	7	8	9			10	11	12	13	14
10	11	12	13	14	15	16			17	18	19	20	21
17	18	19	20	21	22	23			24	25	26	27	28
24	25	26	27	28	29	30			30	31			

Show available appointments on **Saturday, April 23, 2016** ▼ Go

Available Start Times: Saturday, April 23, 2016 at HEART-TO-HEART HOME CARE RTS34054

Morning	Afternoon
10:00 AM	None available

[Change Test Centers](#)

[Previous](#)



## My Order

Signed In as: Nurse Aide zzCandidate  
Candidate ID: 3400855371

Description	Details	Price	Actions
<b>Exam</b> PR: NNAAP Skills  Language: English Exam Length: 30 minutes	<b>Appointment</b> Saturday, April 23, 2016 Start Time: 10:00 AM EDT <a href="#">Change Appointment</a>  <b>Location</b> HEART-TO-HEART HOME CARE RTS34054 1417 MAIN STREET TARBORO, North Carolina 27886 United States <a href="#">Change Test Center</a>	77.00	<a href="#">Remove</a>

Subtotal: 77.00  
 Estimated Tax: 0.00  
**ESTIMATED TOTAL DUE: USD 77.00**

You must schedule both the Written (or oral) Exam and Skills Evaluation before you can proceed to pay.

[Add Another Exam](#)

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Repeat the same process for the Written exam

## My Order

**Nurse Aide**

Signed In as: Nurse Aide zzCandidate  
Candidate ID: 3400855371

Description	Details	Price	Actions
<b>Exam</b> PR: NNAAP Skills  Language: English Exam Length: 30 minutes	<b>Appointment</b> Saturday, April 23, 2016 Start Time: 10:00 AM EDT <a href="#">Change Appointment</a>  <b>Location</b> HEART-TO-HEART HOME CARE RTS34054 1417 MAIN STREET TARBORO, North Carolina 27886 United States <a href="#">Change Test Center</a>	77.00	<a href="#">Remove</a>
<b>Exam</b> AW: NNAAP Written  Language: English Exam Length: 120 minutes	<b>Appointment</b> Saturday, April 23, 2016 Start Time: 08:00 AM EDT <a href="#">Change Appointment</a>  <b>Location</b> HEART-TO-HEART HOME CARE RTS34054 1417 MAIN STREET TARBORO, North Carolina 27886 United States <a href="#">Change Test Center</a>	24.00	<a href="#">Remove</a>

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

[Proceed to Checkout](#)

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Nurse Aide

Signed In as: Nurse Aide zzCandidate  
Candidate ID: 3400855371

## 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: +1 360-555-5555

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Signed In as: Nur  
Canc

## 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 examination allowed to test and your fees 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-identified from a U.S. government-issued Social Security card, signed and non-laminated. Your name and social security number on your identification must be the same as 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, electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the test center.

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

**Reschedule Policy**  
Fees are non-refundable and non-transferable. 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 next examination date. Rescheduling less than nine (9) calendar days prior to your scheduled examination will result in forfeiting your exam fees.

**Cancellation Policy**  
Fees are non-refundable and non-transferable. 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. You are permitted one (1) time to re-schedule your examination without penalty. Your fee will be transferred to your next 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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Published July 2017

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## Checkout - Step 5: Enter Payment

Candidate ID: 3400855371

[Confirm Personal Information](#) | [Agree to Policies](#) | **Enter Payment** | [Submit Order](#) | [Summary](#)

### 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:  [Apply](#)

Required information is marked with an asterisk (\*).

### Card Details

We accept the following cards:   

\*Card Type:

\*Card Number:   
(Do not include hyphens or spaces)

\*Expiration Date:

\*Cardholder's Name:   
(Name as it appears on card)

\*Security Code:  [What is this?](#)

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## Billing Address

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

\*Country:

\*Address 1:

Address 2:

Address 3:

\*City:

\*State:

\* Zip/Postal Code:

\*Telephone: +

[Country Codes](#)

Your card will not be charged until you submit your order on the next page.

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● **Appointment Time:** 23 Mar 2016 at 08:00 (8:00 AM)

● **Duration:** 120 Minutes

● **Location:**

Ideal Health Institute RTS34052  
1420 EAST CLUB BLVD  
DURHAM NC 27704  
United States  
Phone: 919-596-6811

● **Accommodations Granted:** None

● **Directions:** From 85 S: Take exit 177 (Roxboro/Avondale exit). Make left at end of exit at the light & keep straight until you get to Club Blvd. Turn right on Club Blvd (at light) & drive about 1-2 miles. Stop at 1420 East club Blvd (right before stop light). There is a Town & Country gas station on left and school is brick building on right. From 85N: Take exit 177 (Roxboro/Avondale exit). Make right at end of exit at light & keep straight until you get to Club Blvd. Turn right on Club Blvd (at light) & drive 1-2 miles. Stop at 1420 East Club blvd (right before stop light) There is a Town & Country gas station on left and school is brick building on right. Park in front of the building.

### Exam Policies

● **Admission Policy:** For *NNAAP Written*, *NNAAP Skills* :

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 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-bearing. One must be from a U.S. government-issued Social Security card, signed and non-laminated. Your name and social security number on your identification must be the same as 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, or any other electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the test center.

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

● **Reschedule Policy:** For *NNAAP Written*, *NNAAP Skills* :

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

● **Cancel Policy:** For *NNAAP Written*, *NNAAP Skills* :

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