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,

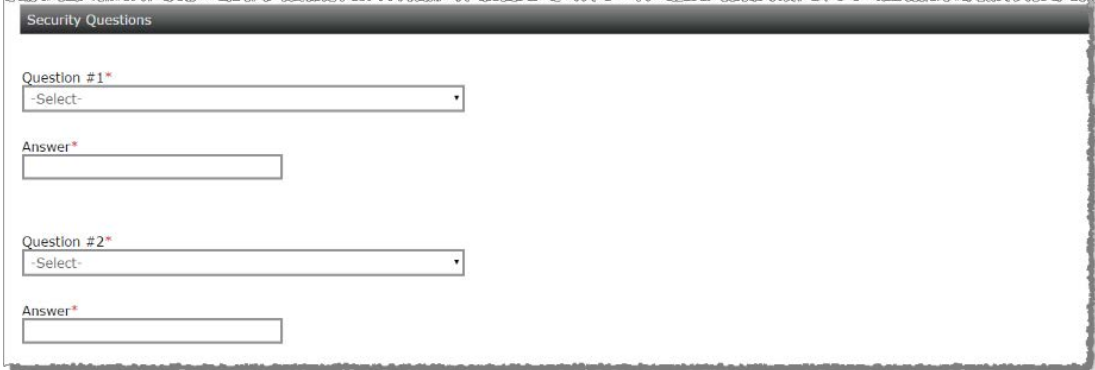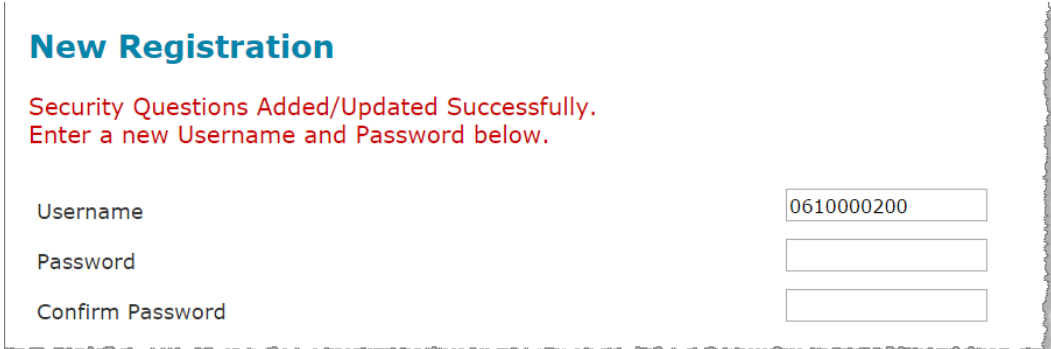Your user login to Georgia Nurse Aide program profile has been created. Your new Georgia Nurse Aide ID is: 1110001307

Sample link

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.

		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**.	
		You will be taken to your Personal Information page.	
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.**	

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.

		ID Name	ID	Last Updated
Prefix		Registry ID	**0610000200** 02/22/2016	
First Name	**Amy**	PROVIDERWEBID	**0610000200** 02/22/2016	
Middle Name				
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 messsage 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.)
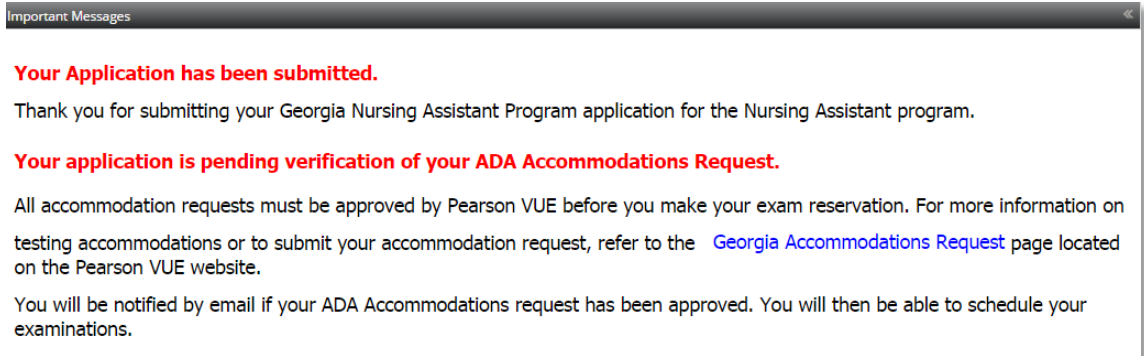
Important Messages

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:

Important Messages   «

Your Application has been submitted.

Thank you for submitting your Georgia Nursing Assistant Program application for the Nursing Assistant program.
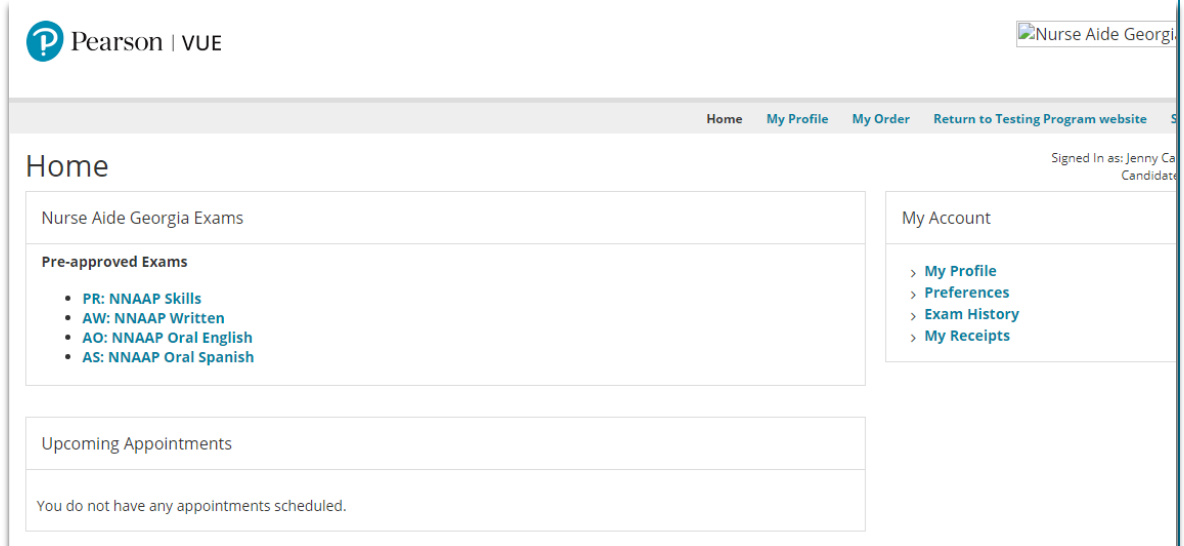
Your application is pending verification of your ADA Accommodations Request.

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.**

Pearson | VUE   Nurse Aide Georgi

Home   My Profile   My Order   Return to Testing Program website   S

Home   Signed In as: Jenny Ca
                                                                                                       Candidate

Nurse Aide Georgia Exams

Pre-approved Exams

- **PR: NNAAP Skills**
- **AW: NNAAP Written**
- **AO: NNAAP Oral English**
- **AS: NNAAP Oral Spanish**

My Account

› **My Profile**
› **Preferences**
› **Exam History**
› **My Receipts**

Upcoming Appointments

You do not have any appointments scheduled.

9	**Click on the Skills Exam**

Pearson | VUE

Nurse Aide Georgia log

Home   My Profile   My Order   Return to Testing Program website   Sign O

Exam Details

Signed In as: Jenny Candida
Candidate ID: 3

View My Authorization Information

Exam:
PR: NNAAP Skills
View Testing Policies

Price*:
USD 85.00

Language:
English

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

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Exam Details

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.

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Schedule this Exam

Published July 2017   5

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We will provide you test centers closest to your house.

Click on the test center(s) that you want to see dates for.

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Choose Appointment

Exam Selection: PR: NNAAP Skills | Language: English   **Change Exam**

Test Center

○ **CPR WITH MICKEY - DALLAS - RTS**
110 EVANS MILL DRIVE, SUITE 704
DALLAS, Georgia 30157
United States

○ **ATLANTA JOB CORPS CENTER - RTS**
239 WEST LAKE AVENUE
ATLANTA, Georgia 30314
United States

⊙ **Malik College - RTS**
2502 Chamblee Tucker Rd
Suite 200
Chamblee, Georgia 30341
United States

Change Test Centers

Select Date   **Why can't I find an available appointment?**

◀	August 2017						September 2017						▶
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Select a date on the calendar to see available appointments.

My Order

Signed In as: Jenny Candidate
Candidate ID: 302

Description	Details	Price	Actions
Exam PR: NNAAP Skills Language: English Exam Length: 30 minutes	**Appointment** Friday, August 11, 2017 Start Time: 11:00 AM EDT **Change Appointment** **Location** Malik College - RTS 2502 Chamblee Tucker Rd Suite 200 Chamblee, Georgia 30341 United States **Change Test Center**	85.00	Remove

Total Due		
	Subtotal:	85.00
	Estimated Tax:	0.00
	ESTIMATED TOTAL DUE:	**USD 85.00**

Add Another Exam   Proceed to Checkout

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Repeat the same process for the Written exam by clicking on the Add Another Exam Button on the left of the screen.

If you are a **first time test taker**, you re required to schedule the skills and written exam on the exact sam day at the same location. If you try to check out, it will give you an error.

Once both exams have been scheduled, you should see something like below. If everything looks correct, please click on proceed to checkout.

My Order

Description	Details	Price	Actions
Exam PR: NNAAP Skills Language: English Exam Length: 30 minutes	**Appointment** Friday, August 11, 2017 Start Time: 11:00 AM EDT **Change Appointment** **Location** Malik College - RTS 2502 Chamblee Tucker Rd Suite 200 Chamblee, Georgia 30341 United States **Change Test Center**	85.00	**Remove**
Exam AW: NNAAP Written Language: English Exam Length: 120 minutes	**Appointment** Friday, August 11, 2017 Start Time: 09:00 AM EDT **Change Appointment** **Location** Malik College - RTS 2502 Chamblee Tucker Rd Suite 200 Chamblee, Georgia 30341 United States **Change Test Center**	27.00	**Remove**

Total Due

Subtotal:	112.00	
Estimated Tax:	0.00	
ESTIMATED TOTAL DUE:	**USD 112.00**	

Add Another Exam

Proceed to Checkout

1 4	Please note: If your name below is not your legal name, then you should stop and call customer service to get your name changed. There will be some documentaion that you will need to provide to get your name changed.

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 take your exam. **Update my information.**

Name:
Jenny Candidate

Telephone:
+1 800-123-7654

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1 5	Please note the Checkbox at the bottom of the Policies page.

Checkout - Step 2: Agree to Policies

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

Nurse Aide Georgia 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 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. Copies of required documents are not acceptable. One must be 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 Georgia Nurse Aide I handbook for additional details and information.

☑ I have read and agree to the Nurse Aide North Carolina policies listed above.

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1 6	This is where you either user your credit card or the electronic voucher. **Checkout - Step 3: Enter Payment** Signed In as: Jenny Candidate Candidate ID: 302 Confirm Personal Information Agree to Policies Enter Payment Submit Order Summary **Order Total** Subtotal: 112.00 Estimated Tax: 0.00 **ESTIMATED TOTAL DUE:** **USD 112.00** 🔽 **Add Voucher or Promo Code** What is this? *Required information is marked with an asterisk (*).* **Card Details** **We accept the following cards:** AMERICAN EXPRESS MasterCard VISA ***Card Type:** Select one... ▾ ***Card Number:** (Do not include hyphens or spaces)

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Update your billing address.

Billing Address

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

*Country:

United States ▾

*Address 1:

123 Frost Avenue S

Address 2:

Address 3:

*City:

Atlanta

*State:

Georgia ▾

* Zip/Postal Code:

45321

*Telephone:

+ 1   800-123-7654

Country Codes

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

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1 8	The candidate will receive an email outlining the testing date/time/location and policies. If they need to have one resent, have them contact customer service.
	
	● **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.