

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

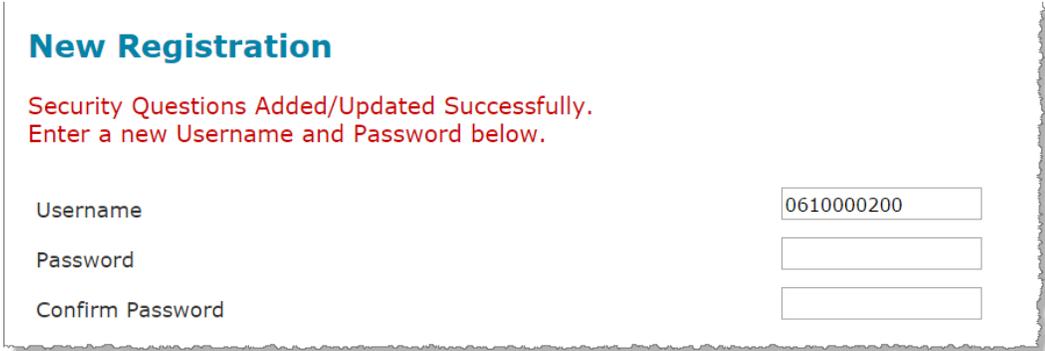
To activate your account please go to:

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

	<p>Welcome to the Georgia Nursing Assistant Certification program!</p>
<p>2</p>	<p>You will be directed to the Security Questions page. Select security questions for your account and provide the responses. Then click Save.</p>  <p>The screenshot shows a form titled "Security Questions". It contains two identical sections. Each section has a dropdown menu labeled "Question #1*" and "Question #2*" respectively, both with "-Select-" as the current selection. Below each dropdown is an input field labeled "Answer*" with a red asterisk indicating it is required.</p>
<p>3</p>	<p>On the New Registration page, change your username from the default assigned, if desired. Then, enter a password for your account and click Submit.</p>  <p>The screenshot shows a page titled "New Registration". At the top, it says "Security Questions Added/Updated Successfully. Enter a new Username and Password below." Below this are three input fields: "Username" (containing "0610000200"), "Password", and "Confirm Password".</p> <p>You will be taken to your Personal Information page.</p>
<p>4</p>	<p>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.</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.

ID Name	ID	Last Updated
Registry ID	0610000200	02/22/2016
PROVIDERWEBID	0610000200	02/22/2016

Prefix

First Name **Amy**

Middle Name

Last Name **Candidate**

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

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:

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](#)

7 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.)

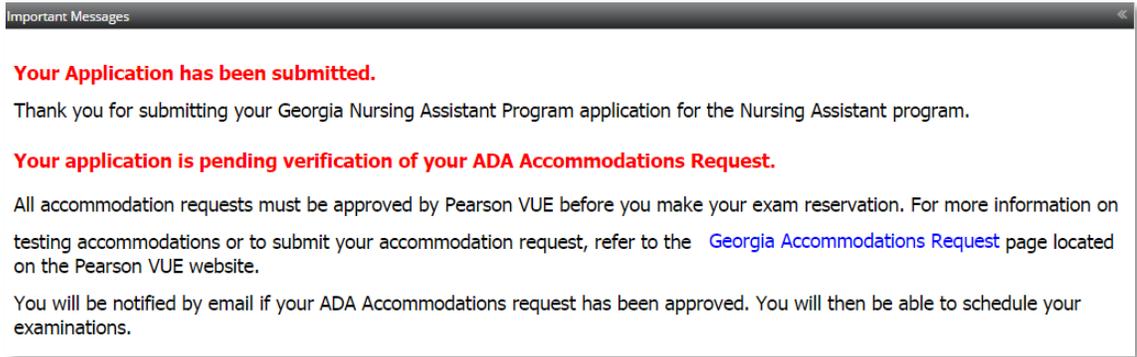
Important Messages

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.

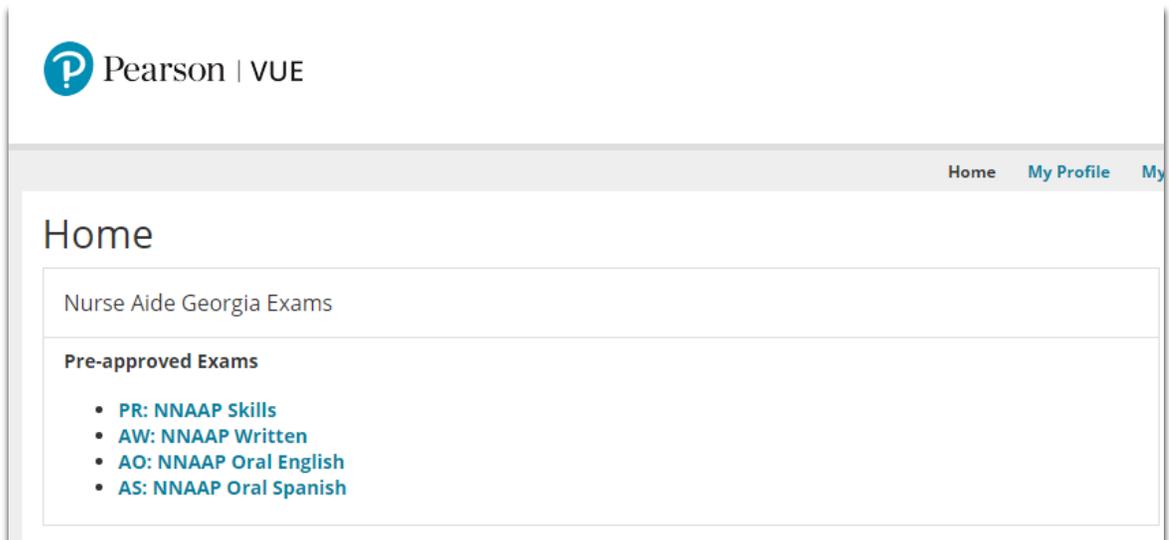
Your application is pending verification of your ADA Accommodations Request.

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

PEARSON VUE

Home | [My Order](#) | [Return to Application Process](#) | [Sign Out](#)

Nurse Aide

Signed In as: Nurse Aide zzCandidate
Candidate ID: 3400855371

Home

Nurse Aide | Exams

Pre-approved Exams

- [PR: NNAAP Skills](#)
- [AW: NNAAP Written](#)

My Account

- Preferences
- Exam History
- My Receipts

Upcoming Appointments

You do not have any appointments scheduled.

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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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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:

or

Find In-Facility Test Centers (INF)

Test Center Code:

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

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

[Next](#)



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Choose Appointment

Signed In as: Nurse Aide zzCandidate
Candidate ID: 3400855371

Exam Selection: PR: NNAAP Skills | Language: English [Change Exam](#)

Test Center

- ROANOKE CHOWAN COMMUNITY COLLEGE**
 RTS34024
 109 COMMUNITY COLLEGE ROAD
 AHOSKIE, North Carolina 27910
 United States
- MARTIN REGIONAL TRAINING & TESTING CTR - RTS34056**
 415 EAST BLVD
 NC TELE CENTER
 WILLIAMSTON, North Carolina 27892
 United States
- HEART-TO-HEART HOME CARE RTS34054**
 1417 MAIN STREET
 TARBORO, North Carolina 27886
 United States

[Change Test Centers](#)

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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
													7
8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31				
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

My Order

Signed In as: Nurse Aide zzCandidate
Candidate ID: 3400855371

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

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](#)

13 Repeat the same process for the Written exam

Nurse Aide

Signed In as: Nurse Aide zzCandidate
Candidate ID: 3400855371

My Order

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

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: N
Ca

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 are not 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 photocopied. 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, and 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 scheduled 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 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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Checkout - Step 3: 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:

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.