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.

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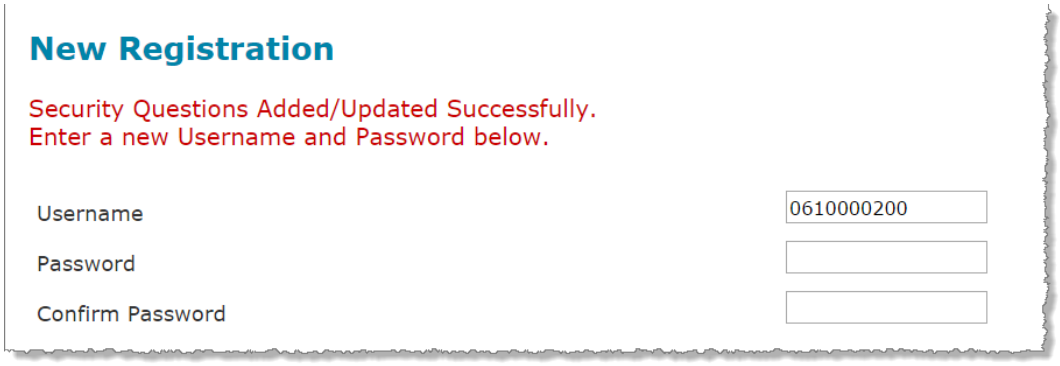
	Welcome to the Georgia Nursing Assistant Certification program!
2	*You will be directed to the Security Questions page.* Select security questions for your account and provide the responses. Then click **Save**.
3	On the New Registration page, change your username from the default assigned, if desired. 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.**

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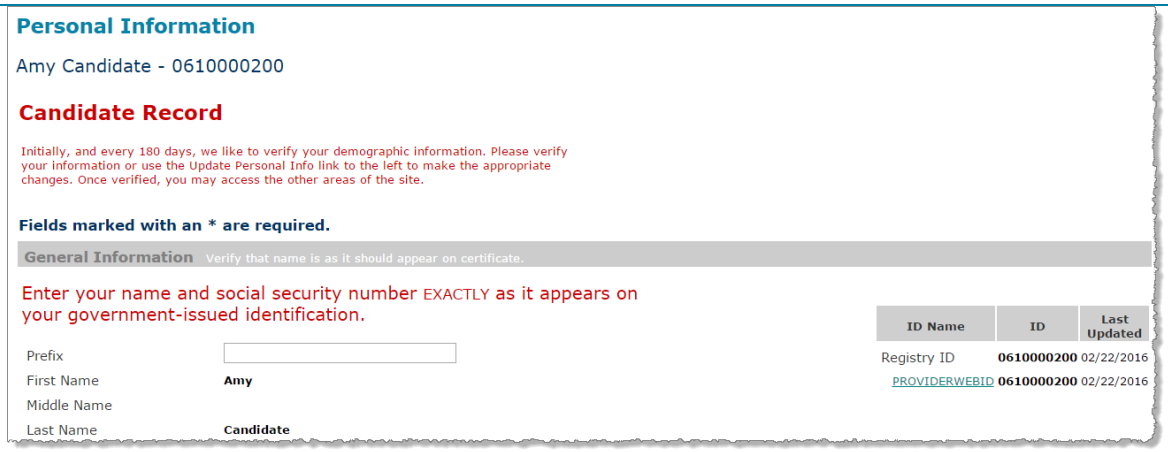
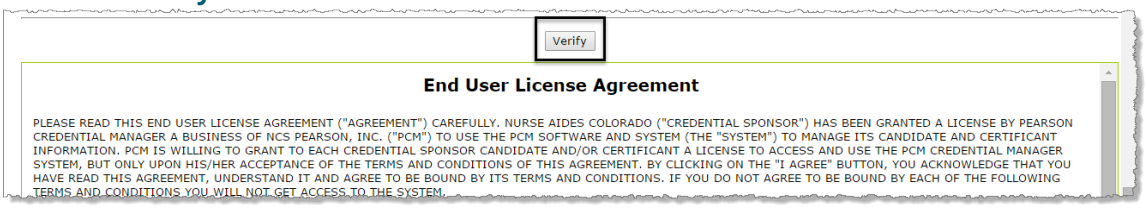


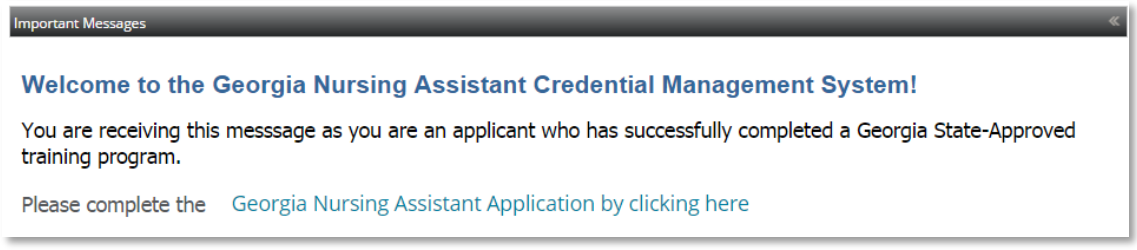
5 At the bottom of the Personal Information page, review the **End User License Agreement**. Then click **Verify**.



You will be taken to your home page.

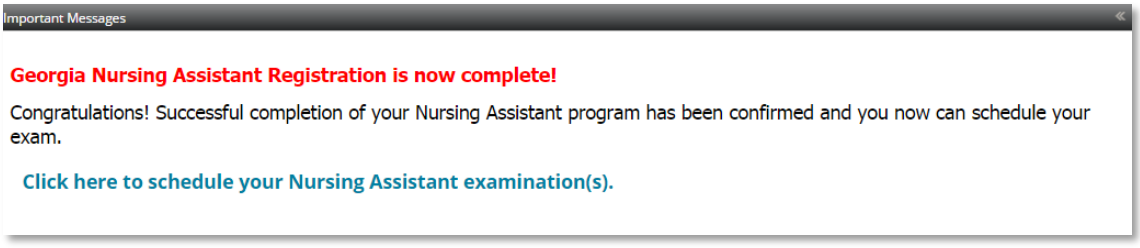
6 **You must now complete and submit your application to take the NNAAP exam.**

Follow the instructions on your home page as shown in the example below:



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.)



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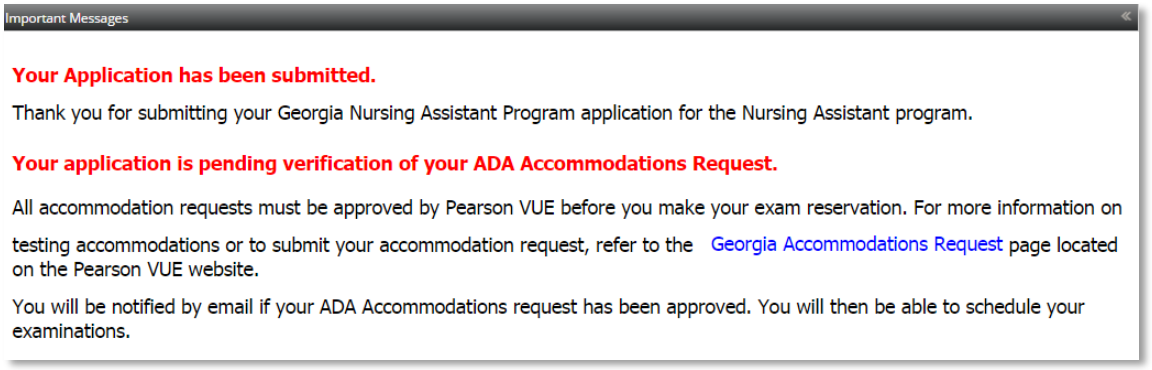
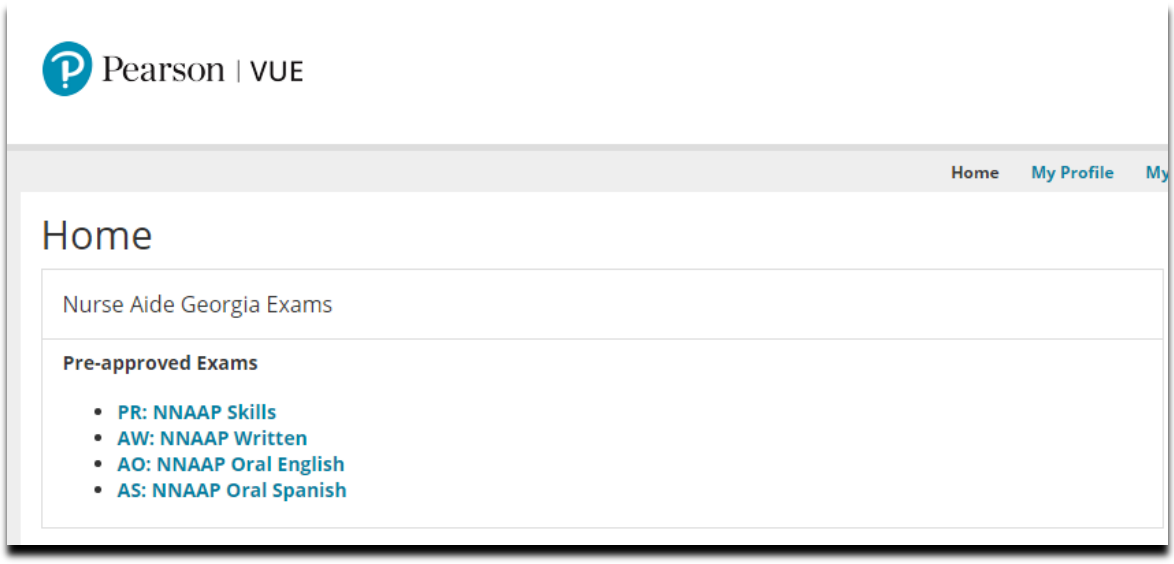
Note: If you requested an **accommodation**, your application will require further review. Once you initially submit your application, you will see the following message on your home page:



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



9 **Click on the Skills Exam**

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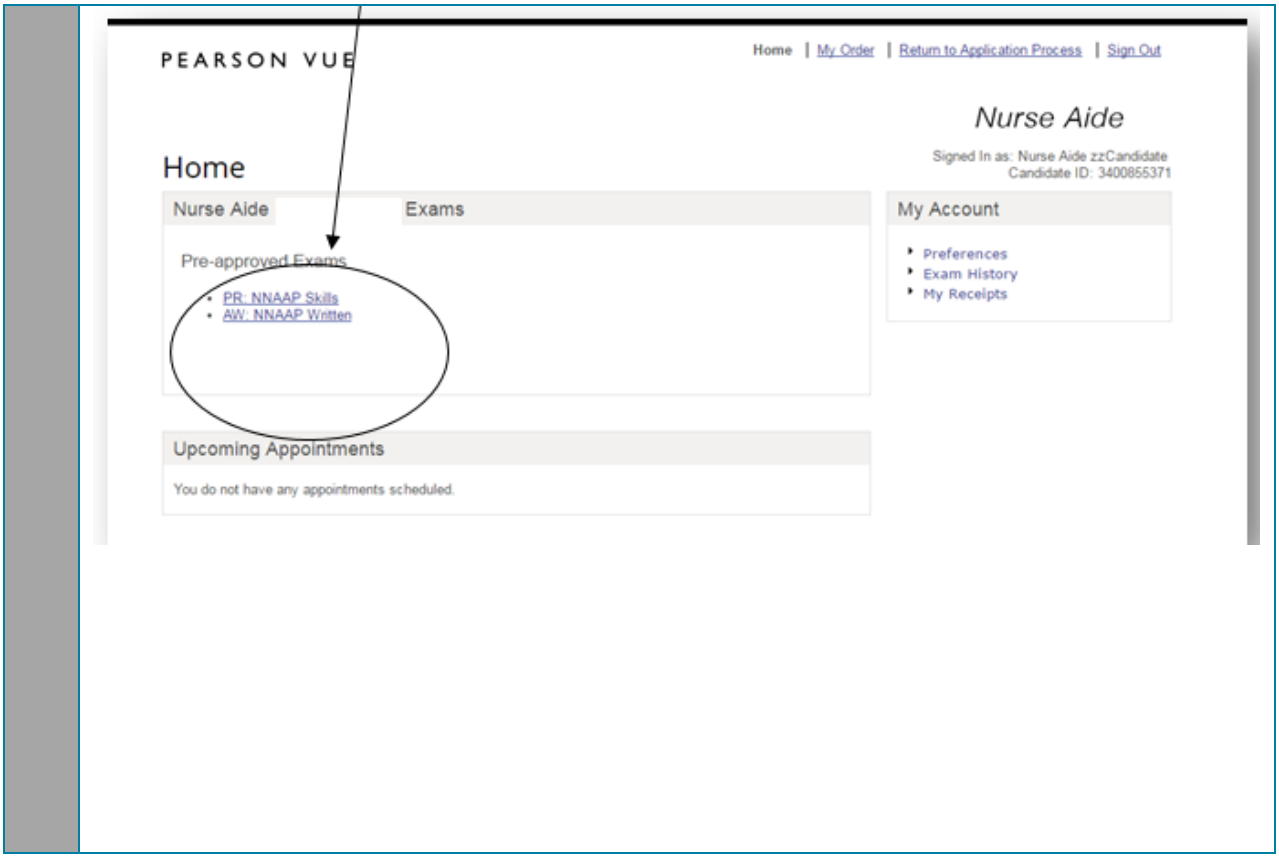

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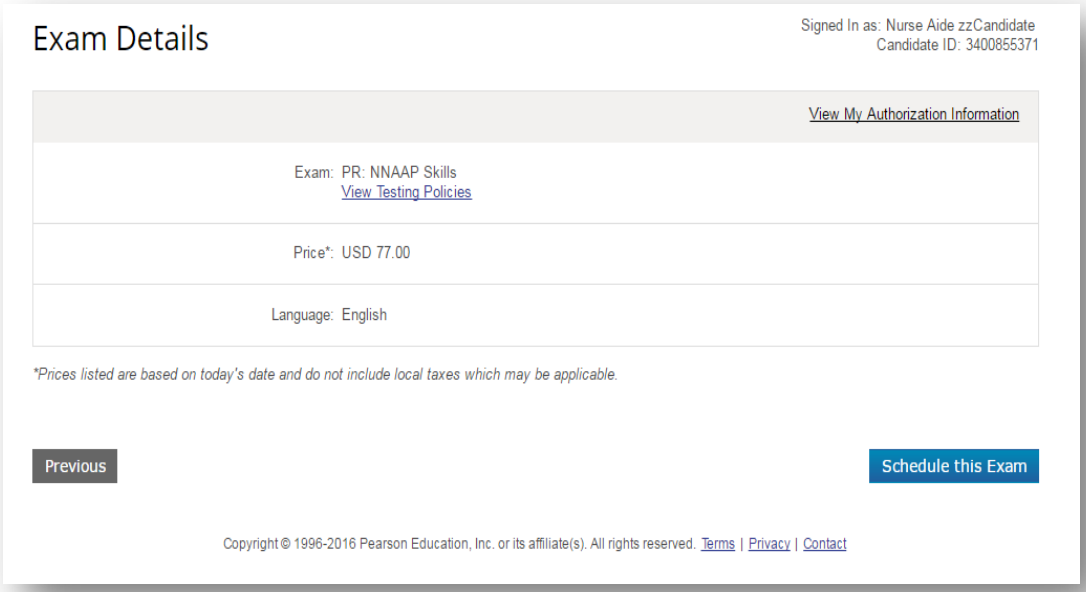
10



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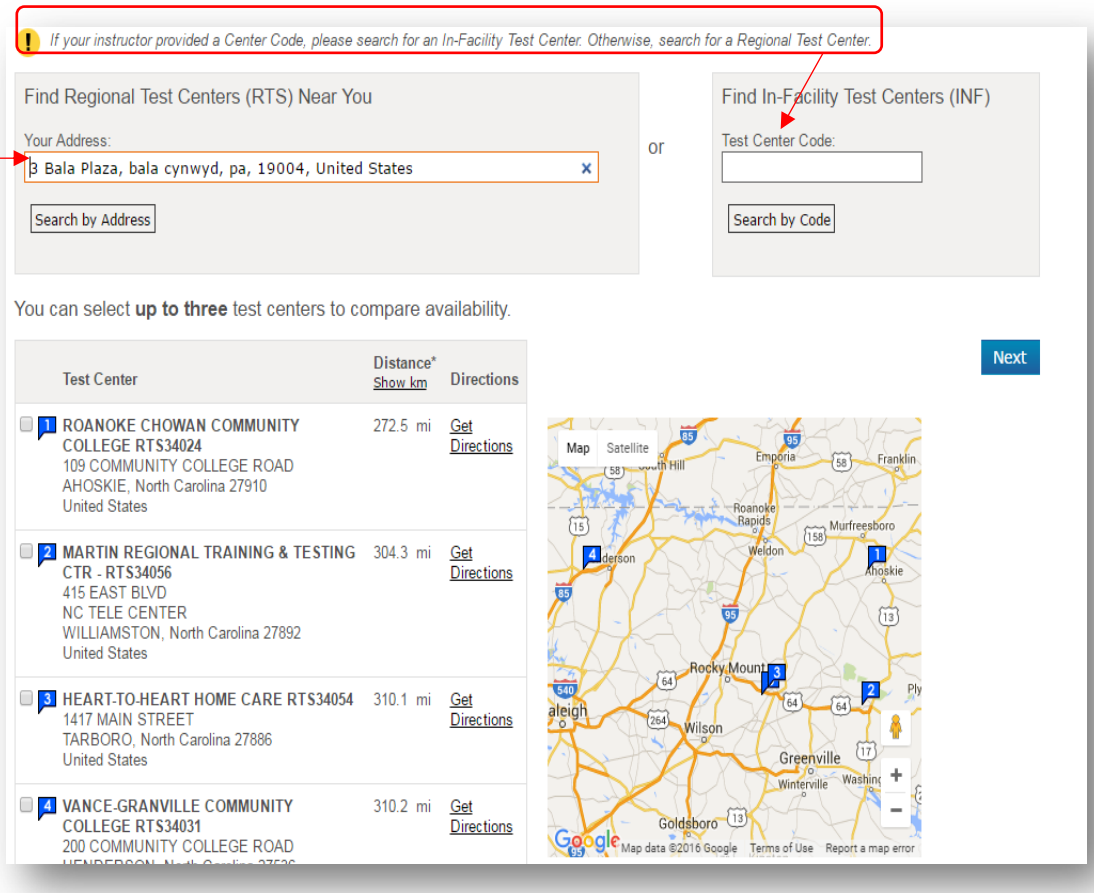
11

Test Center Search

Type in an address and we will find a test center closest to that address



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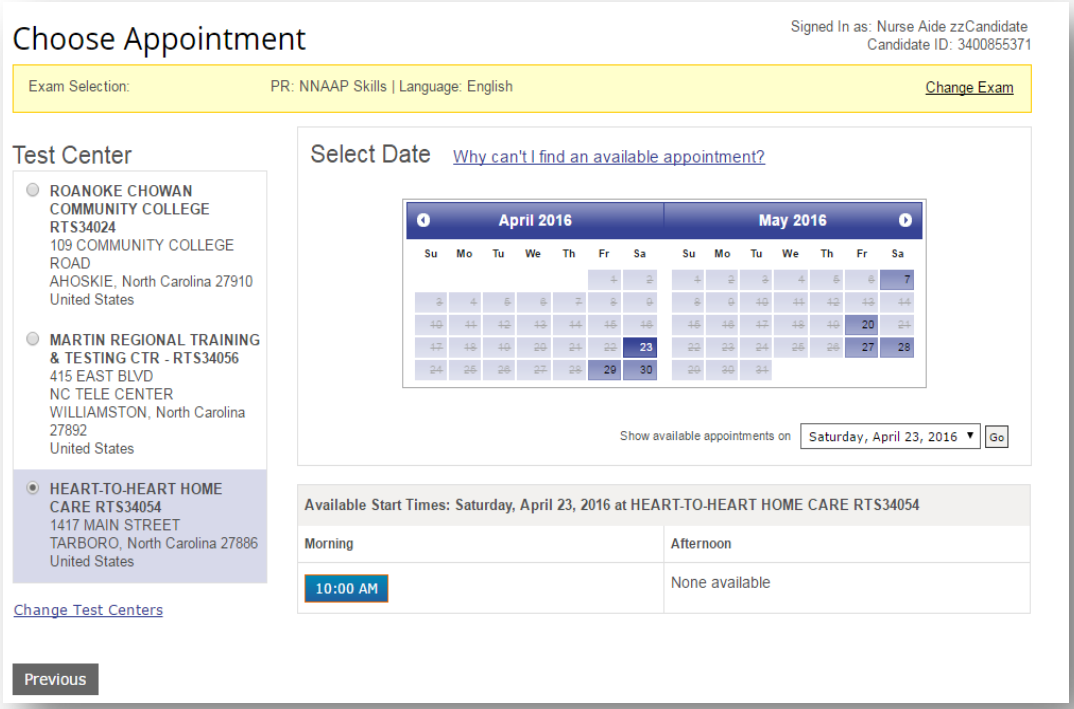
12



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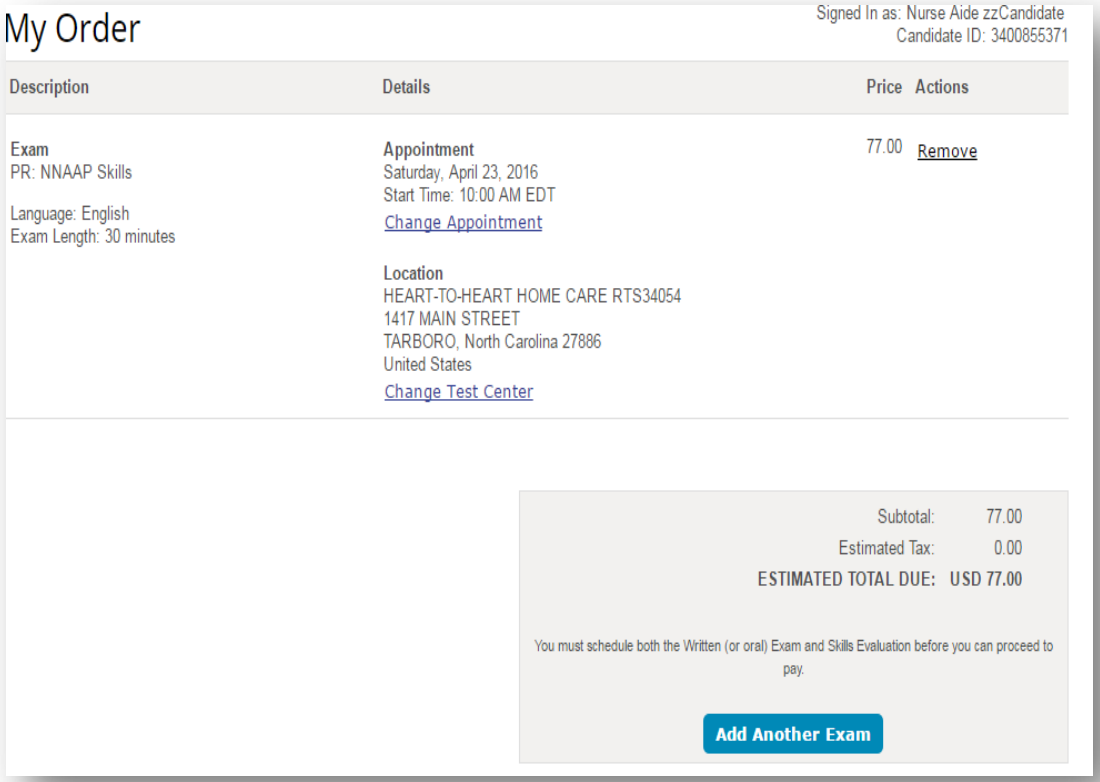

13	Repeat the same process for the Written exam

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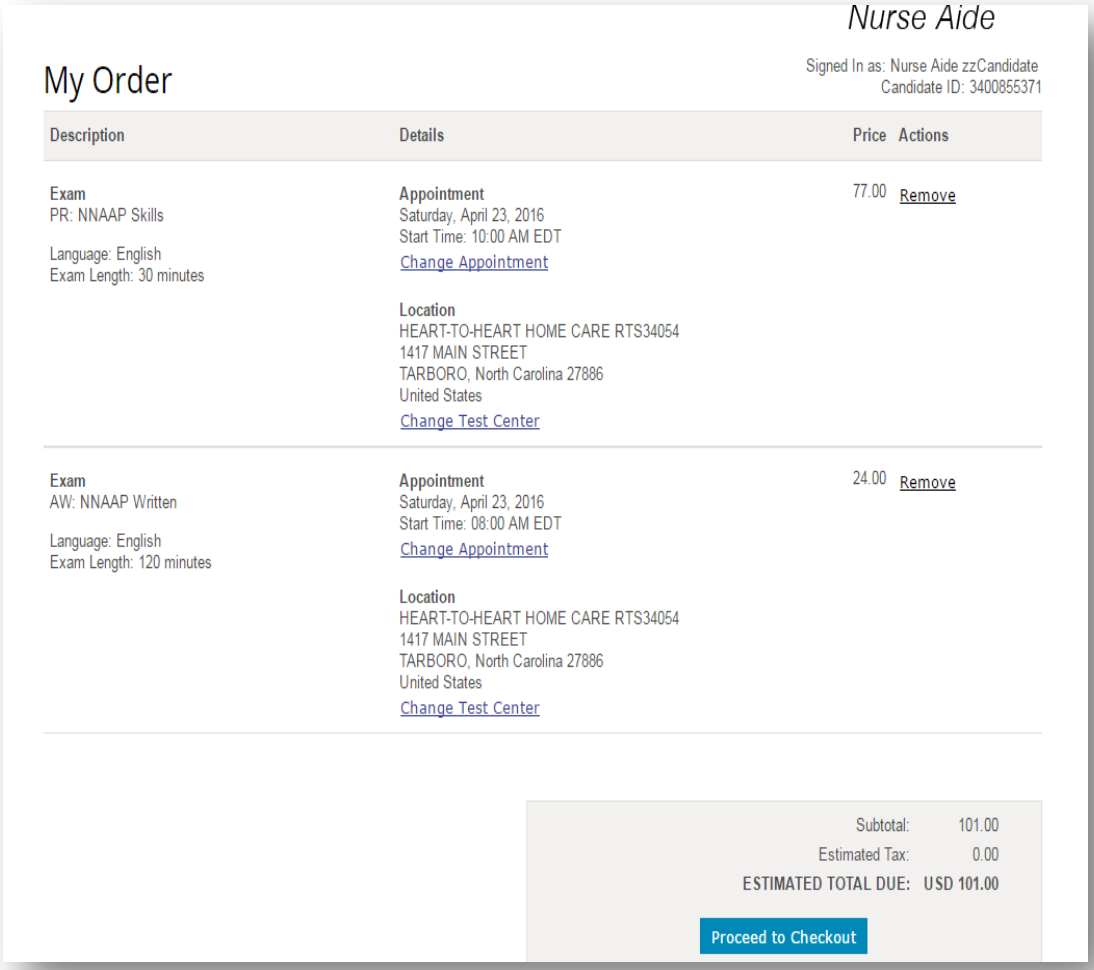

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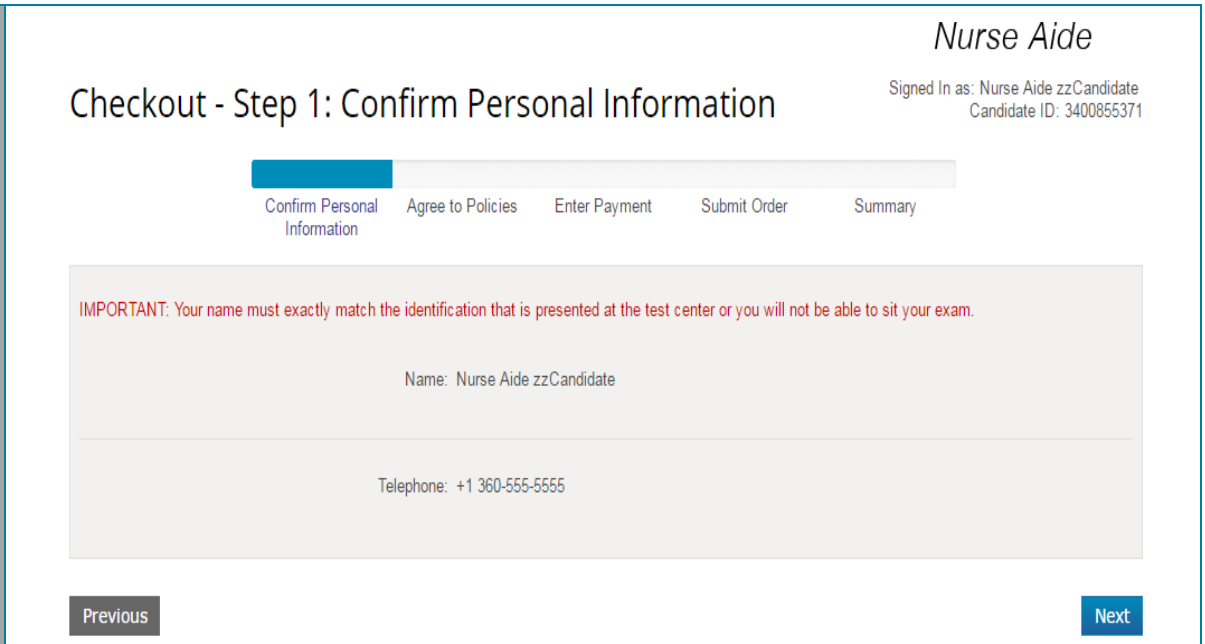
14



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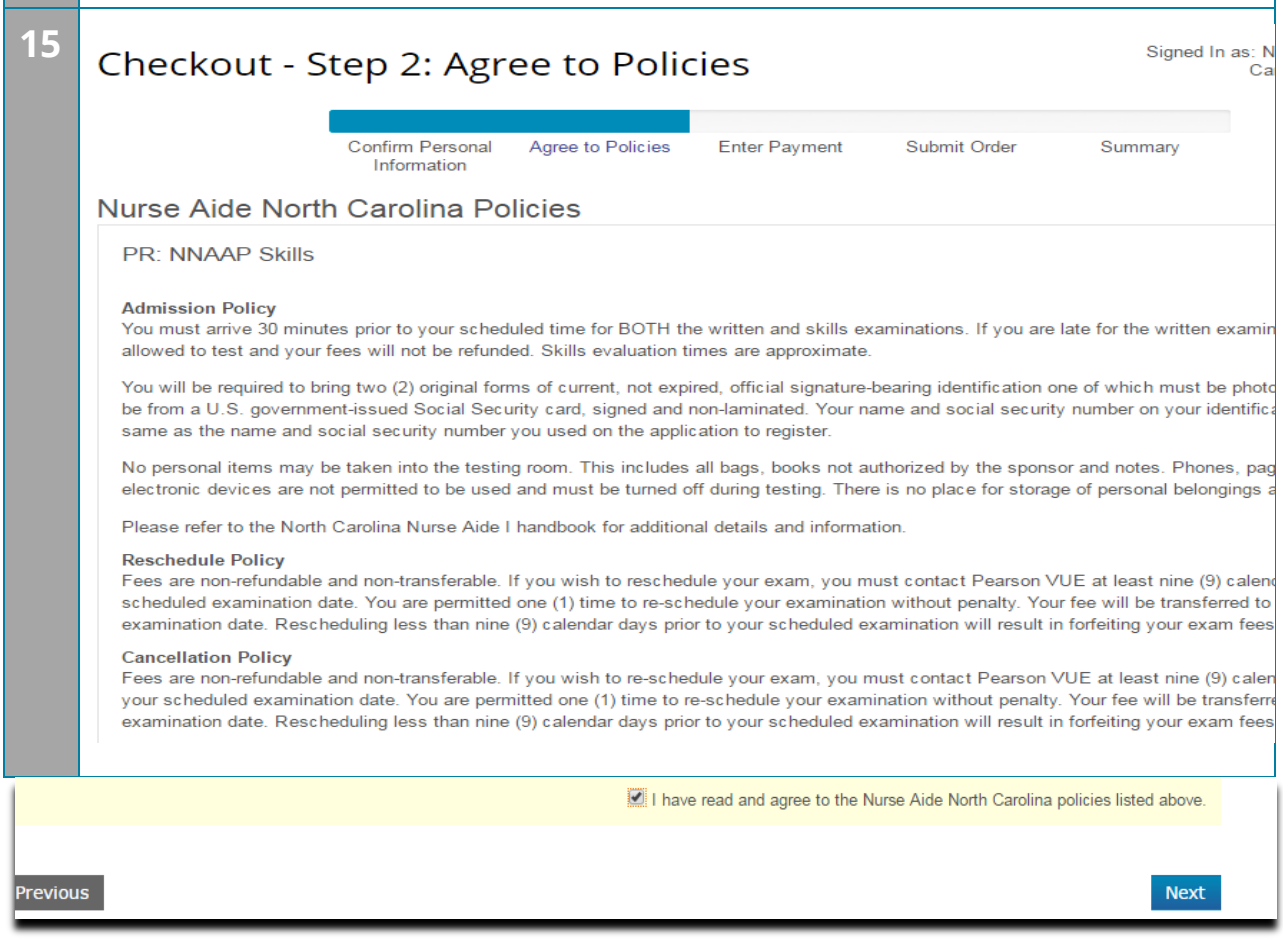

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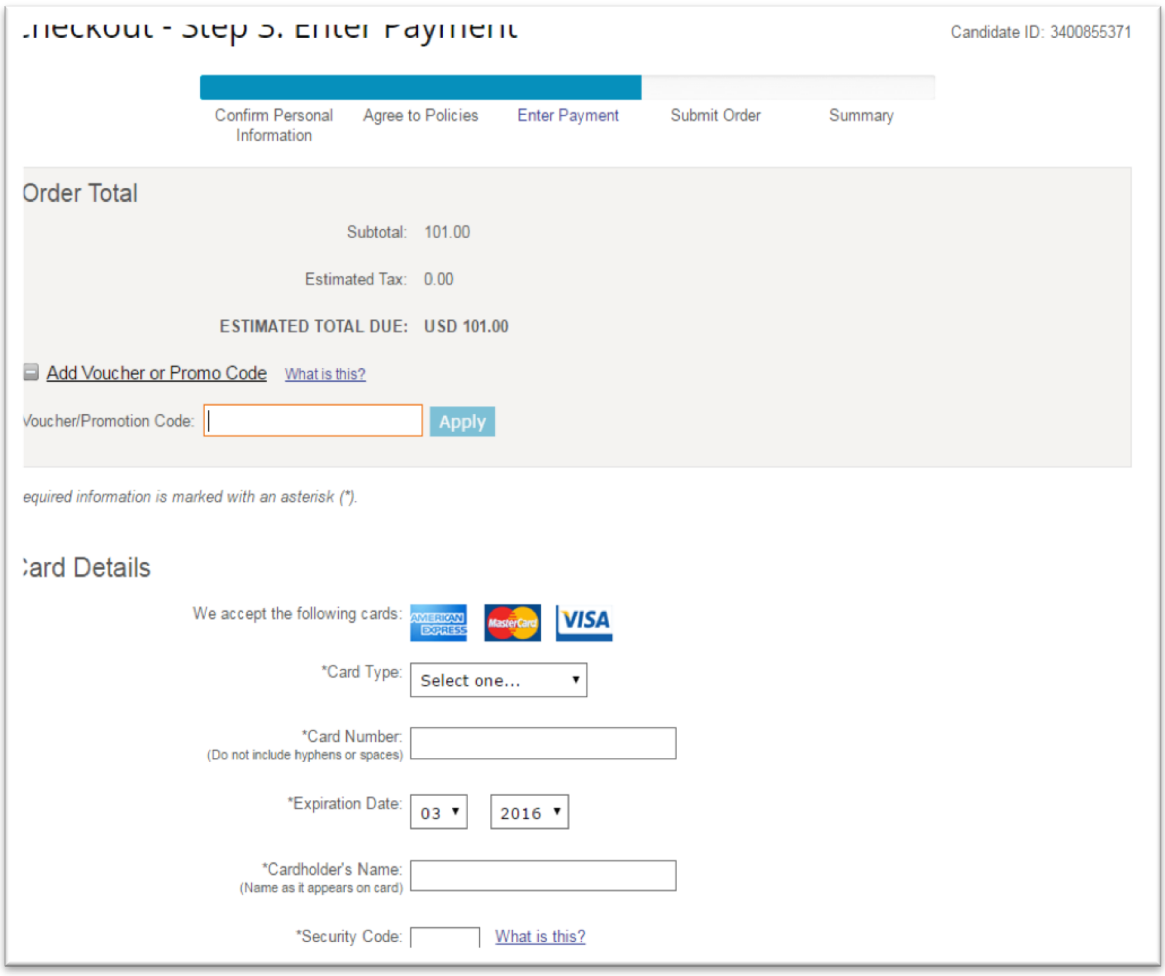
16



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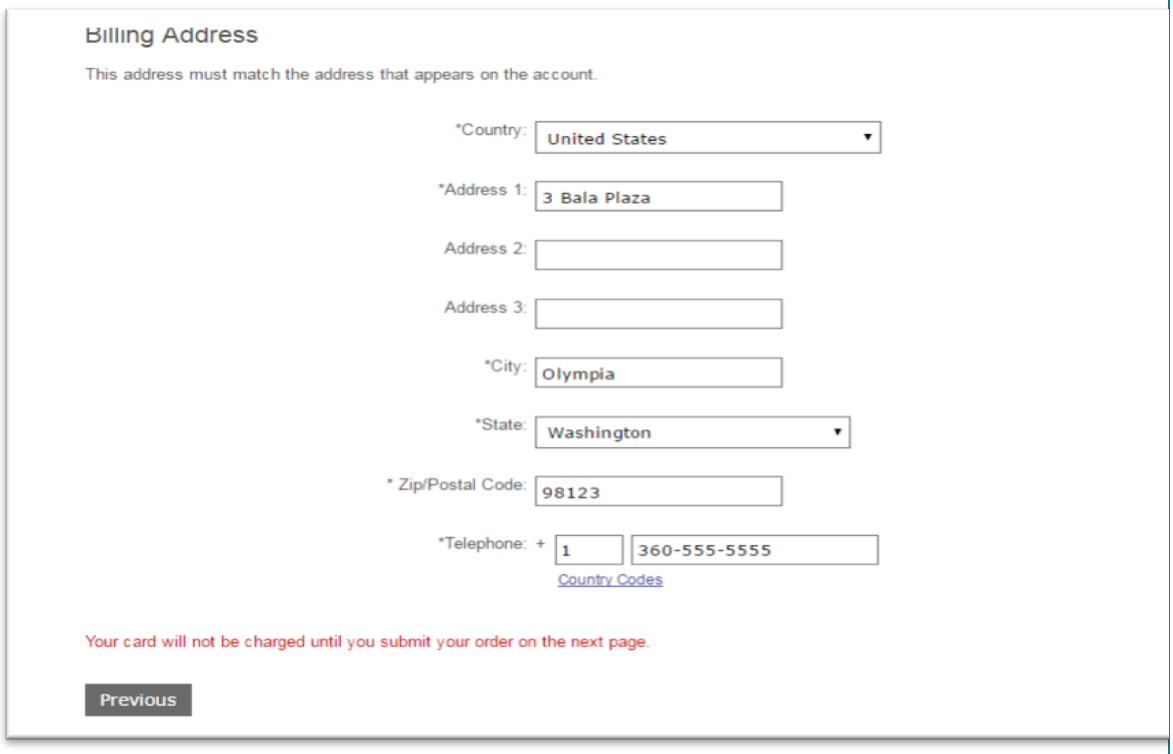
17



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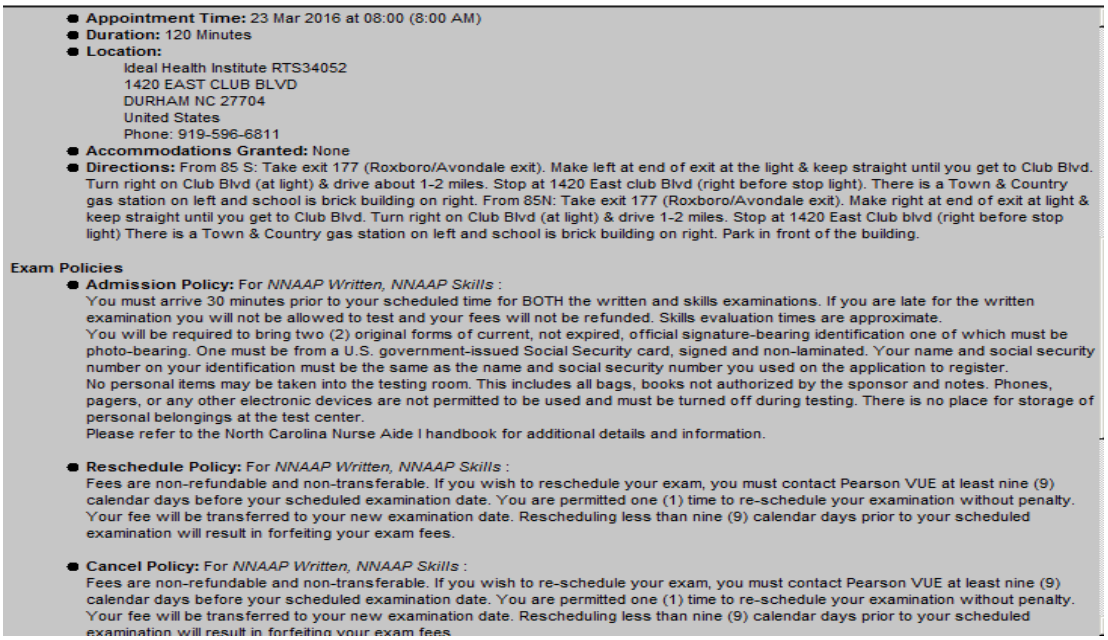

- **Appointment Time:** 23 Mar 2016 at 08:00 (8:00 AM)
- **Duration:** 120 Minutes
- **Location:**
  Ideal Health Institute RTS34052
  1420 EAST CLUB BLVD
  DURHAM NC 27704
  United States
  Phone: 919-596-6811
- **Accommodations Granted:** None
- **Directions:** From 85 S: Take exit 177 (Roxboro/Avondale 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.

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