

North Carolina Nurse Aide Registration & Scheduling Procedures

Listed below are Step-by-Step instructions for completing your nurse aide exam registration and scheduling the exam. Before you begin, listed below are things you need to know.

- **If you are a first time test taker, You MUST choose to test BOTH exams on the same day and at the same test site.**
- **You must know your Social Security Number**
- **You must know which Eligibility Route you will use.** You may select only **ONE** of the following:
 - o E1 – completed NC state approved Nurse Aide 1 training program
 - o E3 – completed NC state approved Nurse Aide 1 refresher course
 - o E6 – Other NC trained candidate
 - o E4 – Challenger
 - o E5 – NC state approved Student Nurse program
 - o E7 – NC Nurse Aide 1 Registry candidate
- **You must know your training completion date (if applicable)**
- **You must provide at least one VALID phone number in the event we need to contact you**
- **You must have a valid email address**
 - o All passwords and user names will be sent to this email account
 - o Make certain you have access to this email account
- **You must have a few choices of testing locations and dates that you prefer.**
Regional test sites and test date can be found on the NC Nurse Aide website.

Go to <https://i7lp.integral7.com/ncna> - **Create Your Profile**

If this is the **first time** you are entering data, click on **First Time User**

If you have **already created a record in THIS system.** enter your User Name and Password. For new users:

- Step 1 - Click on Create a Profile
- Step 2 - Complete personal demographic information
 - Complete primary address, city ,state, zip. (No zip is needed for address 2)
 - Provide at least one phone number
 - Enter email address
 - Review all information for accuracy & make any required changes
- Step 3 - Click **SUBMIT**
- Step 4 - You will receive a Candidate ID which will appear at the top of the screen
- Step 5 - You will receive an email which will include
 - A web link to activate your account
 - An account authorization code. This will allow you to create your own password.
- Step 6 - Click on the link in the email and enter the authorization code
- Step 7 - Enter a new password (**PLEASE REMEMBER YOUR USER NAME & PASSWORD**)
- Step 8 - Click **SUBMIT**
- Step 9 - Log in again using your new user name and password
- Step 10 - Review information
- Step 11 - Review the End User License Agreement
- Step 12 - Click **VERIFY**

North Carolina Nurse Aide Credential Management System

Procedures for Regional Test Site (RTS) registration & scheduling

Step 1 – Select only **ONE** Eligibility Route by clicking on the blue title that best describes your training situation. *See Steps 2a, 2b, 2c or 2d for your eligibility route procedures*

Step 2a - If you choose a **North Carolina Trained (route E1, E3, E5)** enter:

- Training completion date
- Training program code
- If you are NOT on another state's Nurse Aide Registry
- Click **Submit Form**

- IF you are on another state's Nurse Aide Registry (other than North Carolina) select the state from the dropdown
- Click **Submit Form**
- Proceed to Step 3

Step 2b – If you choose **Other North Carolina Trained (route E6)**

- Click on box indicating that you are selecting this route
- Training completion date
- If you are NOT on another state's Nurse Aide Registry
- Click **Submit Form**

- IF you are on another state's Nurse Aide Registry (other than North Carolina) select the state from the dropdown
- Click **Submit Form**
- Proceed to Step 3

Step 2c – If you choose **Challenger (route E4)**

- Click on box indicating that you are selecting this route
- If you are NOT on another state's Nurse Aide Registry
- Click **Submit Form**

- IF you are on another state's Nurse Aide Registry (other than North Carolina) select the state from the dropdown
- Click **Submit Form**
- Proceed to Step 3

Step 2d – **North Carolina Registry Candidate (route E7)**

- You can only choose this route if you are currently listed on the North Carolina Nurse Aide I Registry (current or lapsed status)
- If you are on the North Carolina Nurse Aide I Registry and you are unable to choose this route, you must verify that all your data matches what is currently on the Registry.
- IF you are on another state's Nurse Aide Registry (other than North Carolina) select the state from the dropdown
- Click **Submit Form**
- Proceed to Step 3

Step 3 - Click on link for the exams you wish to schedule;

- **Written & Skills, Oral English & Skills or Oral Spanish & Skills.**

Step 4 - **Section I** Leave blank if you are testing at an Regional Test Site (RTS)

(if you are testing at an In-facility location, please follow directions for In-Facility testing on the website under Schedule exam)

Step 5 - **Section II** Select PAYMENT METHOD (credit card or Pearson VUE Voucher)

Step 6 - **Section III** Select NO or YES for ACCOMMODATIONS REQUEST.

If you choose YES you must submit all your paperwork BEFORE you can continue to register for your examination. Click on link in this section for the website

Step 7 - **Section IV** Read the candidate attestation section. If you agree select “I agree to the above stated Candidate Attestation. *(If you do NOT agree, you will not be permitted to continue with the registration process)*

Step 8 – Click **Submit Form**

Step 9 – Click on link for **click here to Schedule Online**

Step 10 – Click on 1st pre-approved form listed

Step 11 – Click on **Schedule this Exam**

Step 12 – Click on desired location(s) and **Next**

Step 13 – Click on desired, available date from the calendar

Step 14 – Click on the Start Time listed below the calendar.

Step 15 – Click on **Add another Exam** Select 2nd exam

Step 16 – Click on **Schedule this Exam** (same as step 11)

(You must test at the same site on the same day for BOTH exams)

Step 17– Click **Proceed to Checkout**

Step 18 – Confirm personal information and click “Next”

Step 19 – Read policies. Click on box that says “I have read and agree...” and “Next”

Step 20 – Enter payment details, billing address and click “Next”

Step 21 – If you are using a Pearson VUE voucher, click on “Add Discount” Put voucher number in box

Step 22 – Click “Next” – for receipt