

# 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.

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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**

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## North Carolina Nurse Aide Credential Management System

### *Procedures for In-Facility Testing (INF) registration & Scheduling*

You can only test in-facility if you are a **North Carolina Trained (route E1, E3, E5) candidate and your instructor has given you an INF code and test date**

Step 1 - Select only **ONE** Eligibility Route by clicking on the blue title that best describes your training situation.

Step 2 – Enter your:

- 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
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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** Enter your INF code and test date

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 1<sup>st</sup> 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 2<sup>nd</sup> 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