

# Step by Step Instructions for Completing Texas Nurse Aide Online Registration

Listed below are Step-by-Step instructions for completing your nurse aide exam registration and scheduling for your nurse aide 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 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 e-routes when registering:  
(Review your handbook for more details about each route)
  - E1 – New or Retrained Nurse Aide
  - E2 – Out-of-State Training
  - E3 – Nurse Aide with Equivalent Military Training
  - ES – RN/LVN Graduate
  - E6 – RN/LVN Student
  - E7 – Nurse Aide with Expired Status
  - E8 – Training Program Closed
- You must know your training program NAME and/or Training Program Code
- You must know your training program completion date  
(NEW or RETRAINED Nurse Aides- E1)  
You must provide at least one VALID phone number in the event we need to contact you
- You must have a VALID email address
  - All passwords and user names and communications regarding your account will be sent to this email address
  - Make certain you have access to this email account
- You must have a few choices of RTS testing locations & dates where you prefer to test. Regional test sites & test dates can be found on the TX Nurse Aide website.

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Go to <https://i71p.integral7.com/txna>

If this is the first time you are entering the system, click on Create an account

- Step 1. Click Create a Profile after you read and agree to the Candidate *ID Agreement*
- Step 2. Complete the Personal Information section on the New Candidate Record page
  - Enter your name AS *IT APPEARS* on your *VALID ID*
  - Complete primary address, city, state, zip. (No zip is needed for address)
  - Provide at least one phone number
  - Enter a *VALID*, current 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  
(WRITE THIS NUMBER DOWN)
- Step 5. In a few minutes you will receive an email which will include a web link to activate your account and an account authorization code
  - Once into the system *create your own password and write it down* for future use
- 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 and accuracy
- Step 11. Review the End *User License Agreement*
- Step 12. Click VERIFY

Select your Eligibility Route

1. Click Complete a Form from the left menu bar
2. Select your Eligibility Route (SELECT ONLY ONE)
  - E1 - New or Retrained Nurse Aide
  - E2 - Out-of-State Training
  - E3- Nurse Aide with Equivalent Military Training
  - ES- RN/LVN Graduate
  - E6 - RN/LVN Student
  - E7 - Nurse Aide with Expired Status
  - ES -Training Program Closed
3. Complete the chosen eligibility route form as directed
  - Section 1 – must check box that definition has been read
  - Section 2 – Accommodations being requested- Yes or No
  - Section 3 – Candidate Statement- click on "I agree". This is your electronic signature

SUBMIT

FOLLOW INSTRUCTIONS BASED ON YOUR ELIGIBILITY ROUTE

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**E 1 = New or Retrained Nurse Aide**

Select your Provider (Training Program)

Click on Find a Provider from the left menu bar

1. Enter your Training Program name- click Find
2. Click on Training Program/Titles- your course 10 and name will appear
3. Click submit completions
4. Enter your training program completion date

SUBMIT

-You should receive the following message:

"The completion was submitted successfully"

Once your Training Program provider approves your training in the new system (Pearson Credential Manager [PCM]) you will get an email stating you can go back into the system (PCM) and finalize the process to select and schedule your exam(s).

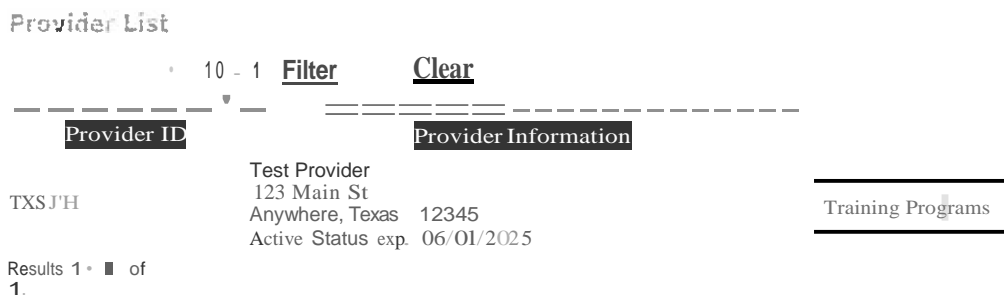
# Managing Training Program Completions for New or Retrained (EI) Texas Nurse Aide Candidates

New or Retrained {EI} Texas Nurse Aide candidates are required to self-report their completion of a Texas state-approved training program. As a training program provider you must confirm whether or not candidates did in fact complete your training program by confirming or denying their completion date via the Manage Training Program Completions page in Credential Manager.

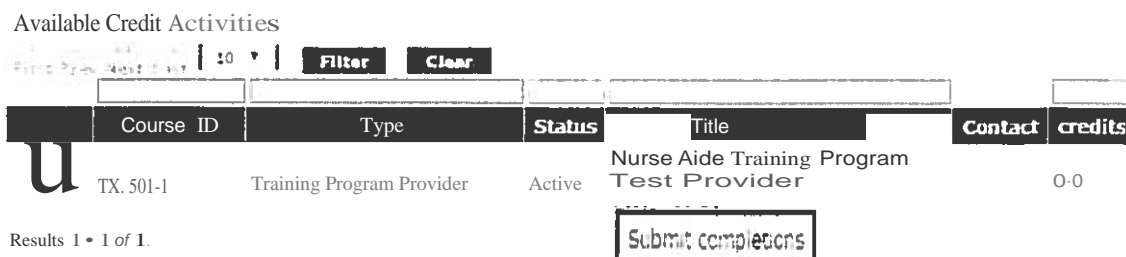
## Candidate Process: Submit training program completion date

The following steps describe the process that candidates should follow to submit their training program completion date in Credential Manager. Use these steps to understand the candidate experience and to instruct your candidates on how to submit their training program completion date.

1. Log in to Credential Manager: <https://li71p.integral7.com/txna>
2. In the main navigation menu under Providers, click Find Provider.
3. Enter search criteria for the provider and click Find.
4. *The Provider List opens.* Find your provider in the list and click Training Programs.



5. In the Title Information column, click Submit completions for the Nurse Aide Training Program.



6. Select your **Training Program Completion Date** and click **Submit**. (Note: You cannot submit dates in the future.)

### General Information

Title ID:

TX 5001-1 - SJ01-1

Training Program Completion Date

Title Name: Nurse Aide Training Program  
05/01/2015

Submit

Fields marked with an \* are required.

7. If your submission was successful, you will see a confirmation message at the top of the page:

### Find a Provider

Amy Candidate - 104

The completion was submitted successfully

### General Information

Title ID

Tx5001-1

Training Program Completion Date

Title Name

Nurse Aide Training Program

05/01/2015

Fields marked with an \* are required.

8. Once the provider has confirmed your training program completion date *and* you have submitted your application form, you will receive an email notification confirming that you are eligible to schedule your exam.
9. To schedule your exam, log in to Credential Manager and click the provided link as shown below:

Home Page

Test Candidate



Training Provider Confirmation- application complete

Congratulations! Successful completion of your Nurse Aide training program has been confirmed and your

[Click here to schedule your Nurse Aide exam](#)

The Regional Test Sites and Test Schedule can be found on the Texas Website at: [www.pearsonvue.com/tx/nurseaides](http://www.pearsonvue.com/tx/nurseaides)

# Provider Process: Confirm training program completions

As a training program provider you must confirm or deny your candidates' self-reported training program completion dates in Credential Manager.

You will be notified by email when new completion dates are submitted. The Credential Manager system will check for pending records once every 24 hours, and will send you a notification if *new* records were submitted. If you do not confirm these records within 24 hours, you will receive a final reminder email.

*Follow these steps to confirm (or deny) candidate training program completions in Credential Manager:*

1. Log in to Credential Manager:  
<https://i71p.integral7.com/duranqo/do/provider/login?ownername=txna>
2. In the main navigation menu under Training Program Management, click Manage Training Program Completions.
3. *The Manage Training Program Completions page opens.* There are 4 sections on this page -you will only use sections 2, 3, and 4.

## Manage Training Program Completions Training Program Provider

### Instructions:

Using the interface below, you can review and confirm candidates who have reported taking your Course(s)..

- 1 Selected Course: Nurse Aide Training Program
2. Select Course By Reported Completion Date :

				2 results	1
Select	Course Date	Pending Records	Denied Records	Confirmed Records	
	04/02/2015			11	
	03/24/2015			0	

### 3 Select Records Type and Select Records:

Records Type : Pending Records

10 Records

Select	Last Name	First Name	Candidate ID
	Candidat	Hw 1	4100000001

### 4 Verify or Update Completion Date:-

- No Change

Update Completion Date: 04/02/2015

Deny Candidates

Confirm Candidates

- In section 2, select a date. This filters the list of candidates in section 3 by the training program completion date. (You can sort the columns in ascending or descending order to find the date with the most or least amount of records.)

0 Select Course By reported Completion Date\*

Select	Course Date	Pending Records	{ } Denied Records	confirmed Records
	04/02/2015		0	0
	03/24, 2015		0	0

- In section 3, select the candidates you want to approve or deny.

3 Select Records Type and Select Records:

... Pending Records 10 Records

Select	Last Name	First Name	City	Candidate ID.
	Candidate	Tut	Bloomington	4100000101
	C3ndldate		Bloomington	4100000701

- In section 4, click **Confirm Candidate or Deny Candidate**. If needed, you can also select **Update Completion Date and** choose a different completion date.

**Note:** You can confirm candidates after they have been denied/ but you cannot deny candidates once they have been confirmed!

4 Verify or Update Completion

• No Change

Update Completion Date 04/01/2015

Deny Candidates

Confirm Candidates

- If you are confirming a candidate, a confirmation message will appear.



Do you want to continue?

Yes  
No

- Click **Yes**. A message appears at the top of the page indicating that your submissions have been saved.

1 candidate records have been confirmed.