

## How to Apply for an NHA Exam through your Institution

There are six easy steps to applying for an NHA Exam through your institution:

- > Adjust your account settings Make sure that your Organization Type is School or Training Center.
- Choose an exam Select the exam that you want to take.
- > Attestation Read and formally verify your qualifications and eligibility to take the exam.
- > Choose an exam section Select a date and testing method (online or paper/pencil).
- Application details Answer questions specific to your selected exam and, if applicable, request special accommodations.
- Review your Application Review the date and location of your exam. Make changes if needed.

|                                                           |                                                                           | Navigate to <u>www.nhanow.com</u> .                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adjust your acc                                           | Certifications For Schools For Employers Career Resources About NHA       | <ul> <li>If you are an existing user – Log on with your user ID and password and click My Account. Go to the next screen.</li> <li>If you are a new user – Click My Account and create a new user account, following the directions in How to Create a Candidate Account. Skip the next screen.</li> </ul> |
| 合 Home<br>INFORMATION                                     | Candidate information                                                     |                                                                                                                                                                                                                                                                                                            |
| Documents STUDY MATERIALS My Courses C My Study Materials | Alisse McCell<br>11161 Overbrook Rd<br>Leawood, KS 66211<br>United States | Click <b>Update profile</b> to open your account information.                                                                                                                                                                                                                                              |
| APPLICATIONS                                              | amcali@gmail.com<br>+1 913-661-6134                                       |                                                                                                                                                                                                                                                                                                            |
| ⊗ Apply ∠ Results                                         |                                                                           |                                                                                                                                                                                                                                                                                                            |
|                                                           | * bits because a second decision                                          | Erom the Organization Type list select                                                                                                                                                                                                                                                                     |
| Home                                                      | Account information                                                       | School or Training Center.                                                                                                                                                                                                                                                                                 |
| INFORMATION                                               | Email address * JES@gmail.com                                             | From the Organization list select your                                                                                                                                                                                                                                                                     |
| STUDY MATERIALS                                           | Password Confirm password                                                 | institution.                                                                                                                                                                                                                                                                                               |
| APPLICATIONS                                              | Organization information                                                  | In the Confirm password field, enter your                                                                                                                                                                                                                                                                  |
| My Applications                                           | Organization Type * School or Training Center                             | password.                                                                                                                                                                                                                                                                                                  |
| C/ PPP7                                                   | Organization * NHA GA institution -                                       | Click <b>Save Changes</b> (or <b>Register</b> for a new account) at the bottom of the page.                                                                                                                                                                                                                |

| National 📈                               |                                                                                                                                                                                                                                                                                                                                                 | Shop Heip Center My Account                                                                                                                                                                                                                                                                      | LOGOUT                                                |                                                                                                                                                                                            |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Healthcareer<br>Association <sup>®</sup> | Certifications For Schoo                                                                                                                                                                                                                                                                                                                        | Is For Employers Career Resources                                                                                                                                                                                                                                                                | About NHA                                             |                                                                                                                                                                                            |
| Home INFORMATION Documents APPLICATIONS  | Notifications<br>Certification Exam Prep. Mater                                                                                                                                                                                                                                                                                                 | Al-H                                                                                                                                                                                                                                                                                             | close all<br>Jul 20                                   | On the Home page, click <b>Apply</b> to display your exam choices.                                                                                                                         |
| © my Apply<br>③ Apply<br>└⁄ Results      | vou may have some materials already, in a<br>you may have some materials already, in a<br>from the old ATI Alled Health site. Click the<br>already have access to. "Gestication properties and after exiscational products in and registers"<br>even properties materials as after exiscational products in and registers in<br>the properties. | uu have logged in here or at ATTAllied-Health.cc<br>voter to access those materials you need to lin<br>e "Sync Materials" button below to see the iten<br>strends with NHs siter company.ATAllied Health The purchase of ATAllied H<br>at the ney ACCA-Accentific coefficience exemuting by NH4. | om before<br>ik them<br>ms you<br>weath certification |                                                                                                                                                                                            |
| Choose an exam                           | 1                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                  |                                                       | Click a button to choose an exam.                                                                                                                                                          |
| Choose an exa                            | am                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                  |                                                       | Pause your mouse over a button to see the exam's full title.                                                                                                                               |
| CBCS CCMA CEHRS CET CMAA CPCTA CPT ExCPT |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                  | CPT<br>/Assistant                                     | Then read the Attestation and click <b>Agree</b> to verify your eligibility to take the exam and to attest that you agree to all the terms set forth.                                      |
| Choose an exam                           | n section                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                  |                                                       |                                                                                                                                                                                            |
| Choose an Attexam                        | estation Exam section                                                                                                                                                                                                                                                                                                                           | Application details                                                                                                                                                                                                                                                                              | Finish                                                |                                                                                                                                                                                            |
| Choose exam section                      |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                  |                                                       | If more than one exam section is available, the<br>Choose exam section window displays and you<br>can complete this step. Otherwise, skip this step<br>and proceed to Application details. |
| Testing method Any Online Date           | Paper                                                                                                                                                                                                                                                                                                                                           | Tert guerrod                                                                                                                                                                                                                                                                                     | 11                                                    | Locate the date and testing method you want and<br>then click your selection. The line turns green and<br>a checkmark displays to indicate your selection.                                 |
| August                                   | 19, 2016                                                                                                                                                                                                                                                                                                                                        | Paper/Pencil                                                                                                                                                                                                                                                                                     |                                                       | When you have finished choosing your exam                                                                                                                                                  |
| August                                   | 19, 2016                                                                                                                                                                                                                                                                                                                                        | Paper/Pencil<br>Paper/Pencil                                                                                                                                                                                                                                                                     |                                                       | section, click <b>Continue</b> to view the details of the                                                                                                                                  |
| August                                   | 19, 2016                                                                                                                                                                                                                                                                                                                                        | Paper/Pencil                                                                                                                                                                                                                                                                                     |                                                       | exam you have selected.                                                                                                                                                                    |
| August                                   | 19, 2016                                                                                                                                                                                                                                                                                                                                        | Paper/Pencil                                                                                                                                                                                                                                                                                     |                                                       |                                                                                                                                                                                            |
| Showing 1 to 5 of 30 entries             | Continue                                                                                                                                                                                                                                                                                                                                        | Previous 1 2 3 4 5                                                                                                                                                                                                                                                                               | 6 Next                                                |                                                                                                                                                                                            |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | etails                                                                                                                                                                                                                       | Some tests provide an option to request special testing accommodations. If available, select the check box under <i>Special accommodation request</i> to request an accommodation.                                               |
| (Control Marchaels     (C) My Study Materials     (C) My Study Materials     APPLICATIONS     (E) My Applications     (E) Apply     (C) Results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Application Details Prerequisite Questions Have you completed high schere unticeived a GED? Ves No                                                                                       | Important: Once you have requested special<br>accommodations, you will not be able to<br>delete your application until after your<br>request for accommodations has been<br>reviewed.                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Release Results to Institution                                                                                                                                                                                               |                                                                                                                                                                                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Do you wish to release your results for this exam to your institution?  Vis No C Register for Acother Exam                                                                                                                   | <ul> <li>When you have made your selections, you have two choices:</li> <li>Click Register for Another Exam to apply for one or more other exam(s).</li> <li>Click Finalize Application to complete your application.</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                              |                                                                                                                                                                                                                                  |
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| National<br>Healthcareer<br>Association                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Application           Sing         Heat color         My Account         100001           Certifications         For Schools         For Employers         Career Resources         About NHA                                | Review the location, date and section number of your exam.<br>Print this page or record the Exam ID number. Be sure to have this number available to you when                                                                    |
| Review your                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Application<br>Strip Hog Center My Account 10000/17<br>Certifications For Schools For Employers Career Resources About NHA<br>My Applications                                                                                | Review the location, date and section number of your exam.<br>Print this page or record the Exam ID number. Be sure to have this number available to you when you report for your exam.                                          |
| National Actional Actional Actional Actional Actional Actional Action Ac | Application           Strag:         1443 Center:         My Account         1000007           Certifications         For Schools         For Employers         Career Resources         About NHA           My Applications | Review the location, date and section number of your exam.<br>Print this page or record the Exam ID number. Be sure to have this number available to you when you report for your exam.<br>You have two options available:       |

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