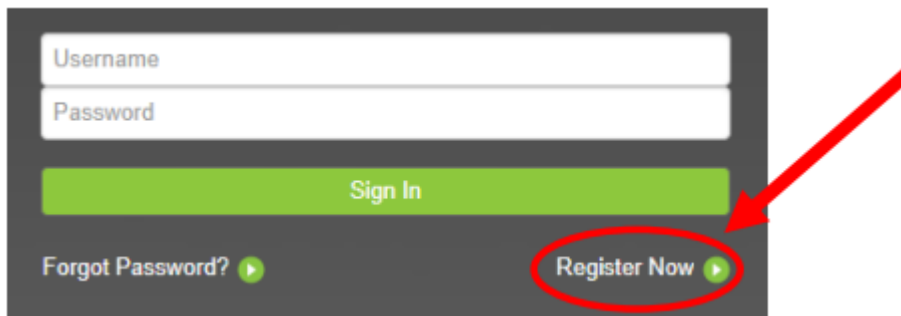# PROMETRIC STUDENT INSTRUCTIONS
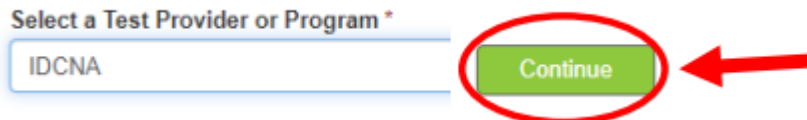
IMPORTANT****Instructions for Creating a Prometric Account

To register for your CNA Written Test, you must first create an account on the Prometric website. Follow these steps:

1. **Visit the Prometric Website:** You and click on this link Prometric TC Net - Prometric TC Net or you can type in https://tcnet1.prometric.com/Login.aspx?ClientNameSingleSite=idcna
2. Select **Register now**

3. Nothing is needed in the Prometric testing ID, but you do need to **select IDCNA** under select a test provider or program

4. **Create your account**

   Please complete the required fields the system has listed and **enter your login details below**. When creating your Username, use the following format: First letter of first name, first four letters of last name. (if last name has less than four letters, use full last name), month and day of birthdate (mmdd)

   Examples:

   John Smith DOB 09/06– **Username would be:** jsmit0916

   Jane Doe DOB 12/25 – **Username would be:** jdoe1225

   Place your information here *(You will be required to bring in your test ticket that is given at the time of registration:*

   Username: _____

   Password: _____

FIRST TIME REGISTRATION

Prometric Info	Sign In Info	Profile Info

Sign-in Information

Username *
Username

Password *
Password

Confirm Password *
Confirm Password

Security Question and Answer

Questions *
What is the name of the city in which you were born?

Question Answered *
Question Answered

Question *
Question

Question Answered *
Question Answered

5. Complete demographic information

Do NOT use your CSI email address use your personal email address (to ensure login access in the future)

FIRST TIME REGISTRATION

Prometric Info	Sign In Info	Profile Info

Name

First Name *
First Name

Middle Name / Initial
Middle Name / Initial

Last Name *
Last Name

Mailing Address

Mailing Address *
Mailing Address

Address 2
Address 2

City *
City

State/Province *
State/Province

Postal Code *
Postal Code

Country *
United States

Contact Information

Email Address
Email Address

Home Phone # *
Home Phone #

6. Other information- Required selection criteria

Enter the Training Program Completion Date provided on the top of the page by CSI staff.

Training Program Completion Date *
mm/dd/yyyy

Nurse Aide Training Program Name *
College of Southern Idaho (Twin Falls)
College of Western Idaho
Eastern Idaho Technical College (Idaho Falls)
Elmore Medical Center

Nurse Aide Training Program Code *
7001 - College of Southern Idaho (Twin Falls)
7002 - Eastern Idaho Technical College (Idaho Falls)
7003 - ISU - College of Technology (Pocatello)
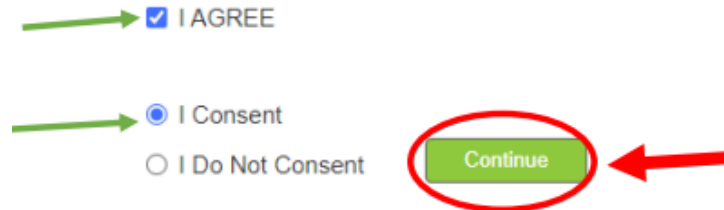7004 - Lewis-Clark State College (Lewiston)

Testing Route *
Route 1 - New Nurse Aide
Route 3 - Challenger
Route 5 - Lapsed

Continue

PROMETRIC STUDENT INSTRUCTIONS

Select Route 5 is you have a Idaho Dept. of Health and Welfare letter***

Please note that it is extremely important to provide accurate when creating your account, any inaccurate information will result in a delay of your CNA certification. Your CNA certification does get mailed out to you within 6 weeks upon successful completion**.**

IMPORTANT NOTE: All information must be accurate and truthful. Failure to comply may result in a delay in receiving your certification. In such cases, you will need to contact Prometric for resolution.

Good luck with your exam!