

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 at the same test site.

- **You must know your Social Security Number**
- **You must know which Eligibility Route you will use.** You will select **ONLY ONE** of the following e-routes when registering:
(Review your handbook for more details about each route)
 - New or Retrained Nurse Aide
 - Out-of-State Training
 - Nurse Aide with Equivalent Military Training
 - RN/LVN Graduate
 - RN/LVN Student
 - 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.
- **Exam site requirements:** At least four (4) or more candidates must schedule in order to make a test date and you may have to drive up to 60 miles for an exam site.

Go to <https://i7lp.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.
- Step 6. Click on the link in the email and enter the authorization code. This will activate your account
- Step 7. Enter a new password **(PLEASE REMEMBER YOUR USER NAME & PASSWORD) if desired**
- Step 8. Click **Submit**
- Step 9. Log in again using your new user name and password
- Step 10. Review information to ensure accuracy
- Step 11. Review the **End User License Agreement**
- Step 12. Click **VERIFY**

Your Profile is now complete

NEXT:

You will need to do the following steps

1. Create an Application (selecting eligibility route)
2. Select and submit your Provider (training program) completion information (if you are a NEW or Retrained Nurse aide Only)

BE SURE TO FOLLOW ALL INSTRUCTIONS AS LISTED UNDER YOUR ELIGIBILITY ROUTE

1. Click **“Complete a Form”** from the left menu bar
2. Select your Eligibility Route **(SELECT ONLY ONE)**

NOTE: for all Eligibility Routes EXCEPT NEW or RETRAINED Nurse Aide, you will still need to fill out a PAPER DADS form as designated.

- E1 – New or Retrained Nurse Aide
- Out-of-State Training
- Nurse Aide with Equivalent Military Training
- RN/LVN Graduate
- RN/LVN Student
- E7 – Nurse Aide with Expired Status
- Training Program Closed

3. Complete the chosen eligibility route form as directed
 - Section 1 – must check box that definition has been read
 - Section 2 – IS an *ADA Accommodations* being requested – Yes or No
NOTE: This selection is for DOCUMENTED ADA Accommodations ONLY.
 You will need to submit all necessary documents to DADS before you will be eligible to test.
 - Section 3– Candidate Statement – click on **“I agree”**
 This is your electronic signature

Submit Form

E1 = 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**
OR enter your Training Program code with a “TX” in front of the TP code i.e. TX0003
2. Click on **Training Program/Titles** – your Training Program ID and name will appear
3. Click **submit completions**
4. Enter your training program completion date

Submit

– You should receive the following message via email:

“The completion was submitted successfully”

Once your Training Program provider approves your training in the 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).

