How to Reschedule an NHA Exam

There are six three easy steps to rescheduling and NHA exam:

- **Access your Applications** – Find the details for the exam you are trying to reschedule.
- **Choose an exam section** – Select a date and testing method (online or paper/pencil).
- **Application details** – The date and location of your exam are listed, pending approval.

**Access your Applications**

Navigate to [www.nhanow.com](http://www.nhanow.com). Enter your user ID and password to log on to your account.

On the Home page, click **My Applications** to display your scheduled exams.

To reschedule, locate your exam on the page and click the associated calendar icon.

**Choose an exam section**

Exam Application Details window displays your current exam date.

Locate the date and testing method (Online or Paper/Pencil) you want and then click your selection. The line turns green and a checkmark displays to indicate your selection.

When you have finished choosing your new exam section, click **Continue** to view the details of the exam you have selected.

**Review Applications in Progress**

Your exam is listed under Applications in Progress as an application pending roster approval.

You can see your new exam date and the exam location.

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