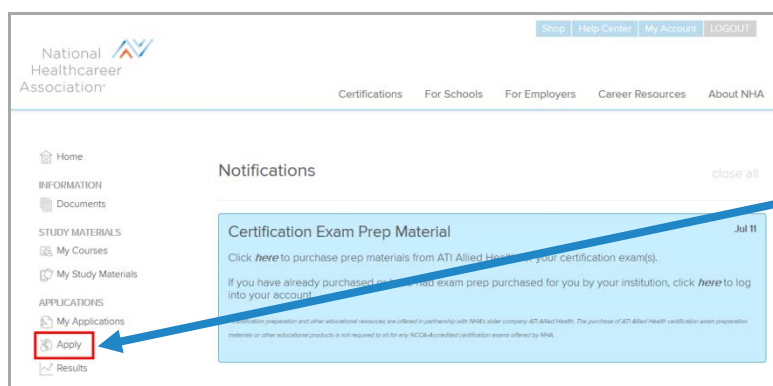


## How to Apply for an NHA Exam

There are five easy steps to applying for an NHA Exam:

- [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, designate whether you want your results released to an institution, and if applicable, request special accommodations.
- [Finalize and pay](#) – Enter your billing and payment information and receive confirmation of your payment.

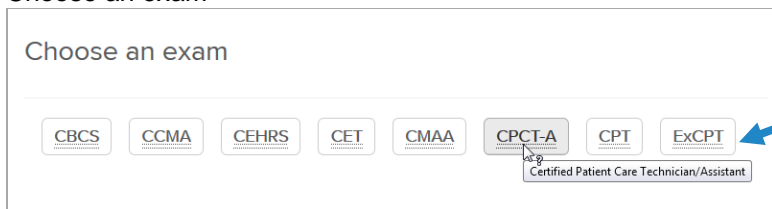


Navigate to [www.nhanow.com](http://www.nhanow.com) and log on with your user ID and password.

Then click **Apply** to display your exam choices.

**Note:** If you do not already have an account, click **My Account** at the top right corner of the page and see *How to Create a Candidate Account* for more information.

### Choose an exam

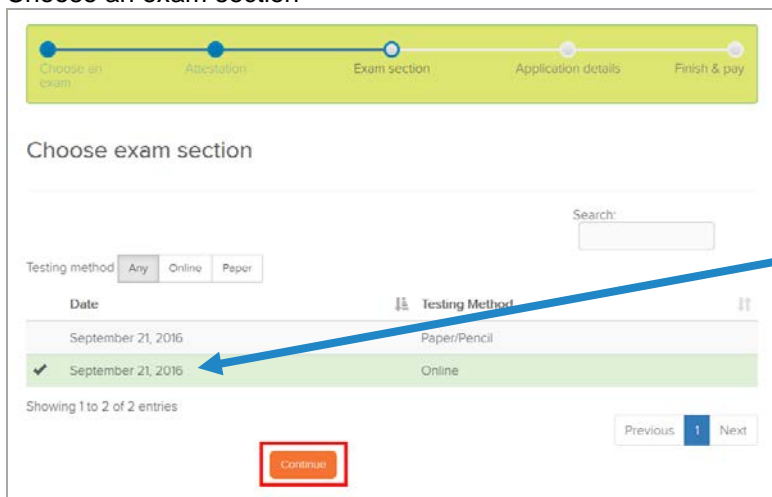


Click a button to choose an exam.

Pause your mouse over a button to see the exam's full title.

Then read the Attestation and click **Agree** to verify your eligibility to take the exam.

### Choose an exam section



If more than one exam section is available, the Choose exam section window displays and you can complete this step. Otherwise, skip this step and proceed to Application details.

Locate the date and testing method 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 exam section, click **Continue** to view the details of the exam you have selected.

## Application Details

A six-month *Estimated eligibility* date range displays. You must take your test within this six-month period.

Answer the Prerequisite Question(s) by selecting a radio button.

When you have made your selections, you have two choices:

- Click **Register for Another Exam** to apply for one or more other exam(s). Registering for all your exams before you pay enables you to pay for all of them just once, instead of having to complete the Payment section for each exam.
- Click **Finalize Application** (or **Checkout**) to provide your payment information.

## Finalize and pay

Entering your billing and shipping information is the first step to check out and pay. Note that the total amount due displays in your Cart on the left side of the screen.

- Complete all information marked with an asterisk.
  - Indicate how you want to pay and enter or edit your Basic Information and Billing Information.
  - If you have a discount code, enter it in the text box at the bottom of the page.
- When you are finished, click **Continue Checkout**.

Home / Checkout

Back to Portal

ACCOUNT INFORMATION  
Account Details  
Log out  
Cart (1 - \$168.00)  
Check out

Professions  
CBCS (Billing & Coding Specialist)  
CCMA (Clinical Medical Assistant)  
CEHRS (Electronic Health Records)  
CET (EKG Tech)  
CMAA (Medical Administrative Assistant)  
CPTA (Patient Care Technician)  
CPT (Phlebotomy Technician)  
ExCPT (Pharmacy Technician)

### Checkout

Ship/Bill / Payment / Confirmation

Payment Information

Type of credit card: Visa

Credit card number: [input field]

Expiration date: 01 / 2016

CCV: [input field]

\$0.00 - No Shipping  
• Sent via No Shipping arrives approximately immediately.

Enter your credit card information.

- Type of credit card: Visa, Mastercard, Discover, or American Express.
- Credit card number: Your 16-digit number.
- Expiration date: Expiration month and year
- CCV: Three-digit security code from the back of your card.

Shipping charges are \$0.00, since there is no product to ship.

When you are finished entering your information, click **Confirm**.

Home / Checkout

Back to Portal

ACCOUNT INFORMATION  
Account Details  
Log out  
Cart (1 - \$168.00)  
Check out

Professions  
CBCS (Billing & Coding Specialist)  
CCMA (Clinical Medical Assistant)  
CEHRS (Electronic Health Records)  
CET (EKG Tech)  
CMAA (Medical Administrative Assistant)  
CPTA (Patient Care Technician)  
CPT (Phlebotomy Technician)  
ExCPT (Pharmacy Technician)

### Checkout

Ship/Bill / Payment / Confirmation

**Your order is not yet complete!**  
Please validate the following information, then submit your order below

**Items Ordered**  
CPCT-A+CET PKG ONLINE - \$168.00 x 1 = \$168.00

**Contact Information**  
Alissa McCall  
amccall@gmail.com

**Billing Information**  
11161 Overbrook Rd  
Leawood  
KS  
66211  
United States

**Total**  
Subtotal = \$168.00  
Shipping + \$0.00  
Total = \$168.00

**Payment**  
**PAYMENT TEST MODE**  
Your Visa card ending 1111 will be charged \$168.00.

Verify that all the information on the page is correct.

**Note:** If you have ordered more than one test, your order displays as a package.

Click **Purchase Items** to finalize your order and authorize payment.

A confirmation page displays that provides the following summary of your purchase:

- Order number
- Confirmation that your order submission was successful
- The items you ordered
- Verification of your e-mail address and phone number
- The total you paid
- The balance owed (\$0.00).

Verify that all the information is correct and then print the page as your receipt.

After you have finished your review and printed your receipt, click the green button at the bottom of the page to return to the Home page.

Please click here to return to the portal dashboard

[Go back to the top](#)