



Online Registration Guide

Creating an NHA Online Account:

- Start by going to the NHA website – www.nhanow.com. If this is your first time to register for an exam, click on REGISTER from the menu on the left. If you already have an NHA account, click on LOG-IN:

The screenshot shows the NHA website homepage. At the top left is the NHA logo and a navigation menu with links: About NHA, Certifications, Continuing Education, Schools, Employers, FAQ, and Store. The main header features a photo of a healthcare worker and the tagline: "Making the healthcare industry better one healthcare worker at a time." Below the header are three columns of content:

- Why NHA?**: "Just as each patient is special, so is each patient care provider. That's where we come in. NHA. As the nation's largest health career certification provider, we improve the quality of patient care by providing the tools needed for allied health certification." Includes a "Pre-Register for Exam" section with "REGISTER" and "LOG-IN" buttons, and a link: [Learn why here.](#)
- NHA in the Classroom**: "We work with allied health organizations to develop competent and educated employees. Colleges, healthcare career programs and employers around the country turn to NHA. Schools offering national certification boast a competitive edge." Includes a link: [Learn more here.](#)
- Get Certified**: "Certification proves your commitment to your chosen profession and your patients. NHA's certification and continuing education programs have helped nearly 200,000 individuals obtain better pay, career opportunities, and job security." Includes a link: [Learn how here.](#)

At the bottom, there is an "AFFILIATIONS" section with logos for NACDS, NCPA, Institute for Credentialing Excellence, EXCPT, Pharmacy Technician Certification, NHA EKG Technician Certification, and NHA Phlebotomy Technician Certification. A footer contains links for Terms & Conditions, Privacy Statement, Return Policy, Volunteer, Affiliations, Forms, and Sitemap.

- Complete the personal information section to create your NHA Account. Please be sure all information is complete and accurate then click REGISTER:

[Verify Certification](#)

Already have an account? [Click here to login](#)

Organization Type*:	<input type="text"/>
Organization*:	<input type="text"/>
Store/Unit/Location*:	<input type="text"/>
First Name*:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name*:	<input type="text"/>
Country*:	<input type="text"/>
Address*:	<input type="text"/>
Address (cont.):	<input type="text"/>
City*:	<input type="text"/>
State*:	<input type="text"/>
Zip*:	<input type="text"/>
Phone*:	<input type="text"/>
E-mail Address*:	<input type="text"/>
Password*:	<input type="text"/>
Password (confirm)*:	<input type="text"/>
Birth Date*:	<input type="text"/>
Gender:	<input type="text"/>
Disability*:	<input type="text"/>
Primary Language:	<input type="text"/>
Ethnicity:	<input type="text"/>

* Required fields

If you're having technical problems, please email: info@nhanow.com

Scheduling a Certification Exam:

- Once you have logged on to the NHA website you will be given the following menu. Click on APPLY:

The screenshot shows a dashboard with a left-hand navigation menu and a main content area. The navigation menu includes: Dashboard, My Applications, Apply (circled in red), Profile, Certifications, CE, and Results. The main content area is titled 'Notifications' with a 'close all' button. It displays 'No notifications to display' and provides instructions for various dashboard features: 'Apply' (for new certifications, rescheduling, or retaking exams), 'Profile' (for account updates and appeals), 'Certifications' (for status checks and reprints), 'CE' (for continuing education), and 'Results' (for exam outcomes). A final note states that the certification will appear on the date of the online exam, with a link to launch it, and results will be available in the Results menu within 5 minutes of finishing the exam.

- Select the certification exam from the menu that you would like to take and click on NEXT:

The screenshot shows the 'Registration' page for 'Exam Registration'. It is 'Step 1 of 6: Choose Certification Type'. The page lists ten certification options, each with a radio button: CMAA - Certified Medical Administrative Assistant, ExCPT - ExCPT Pharmacy Technician Certification, CBCS - Certified Billing and Coding Specialist, CCMA - Certified Clinical Medical Assistant, CEHRS - Certified Electronic Health Record Specialist, CMLA - Certified Medical Laboratory Assistant, CORST - Certified Operating Room/Surgical Technician, CPCT - Certified Patient Care Technician, CET - EKG Technician, and CPT - Phlebotomy Technician Certification. At the bottom, there are 'Previous' and 'Next' buttons.

- Read and agree to the attestation form and click 'I agree':

Registration

Exam Registration Step 2 of 5: Respond to Attestation

Please read carefully. You MUST attest to the following statements in order to qualify for this examination:

1. I possess either a high school diploma or equivalency, or I expect to earn my high school diploma or equivalency within the next 12 months.
2. I have successfully completed an approved training program, or I have worked in the field in which I am seeking certification for a minimum of one year. This includes performing a minimum of 10 EKGs. These EKGs must be performed on live individuals. Candidates are prohibited from using mannequins to meet this requirement.

PLEASE NOTE: If you do NOT meet this requirement, you must receive an official waiver from the NHA Disciplinary and Appeals Committee that specifically allows you to sit for this exam. Answer "I do NOT agree" below and submit an Appeal Form, which can be found under "Forms" at www.nhanow.com.

3. I have read the Candidate's Guide for this examination and attest that I meet all of this examination's eligibility requirements.

- Select 'YES' or 'NO' to indicate whether you you have received a High School diploma or a GED, then click NEXT.

Registration

Exam Registration Step 3 of 6: Registration Prerequisite Questions

Have you completed high school or received a GED?

Yes No

- Select test method and choose a section from the availability list and click NEXT:
*If you do not see the expected test date, please contact your school.

Registration

Exam Registration Step 4 of 6: Choose Exam Section

Test Method: ▾

Available Sections

Date	Time	Test Method	Section	Spots Remaining
11/12/2012		Online	1	1
11/12/2012		Paper/Pencil	1	1

- Choose if you'd like to release your scores to your school and click NEXT:

Registration

Exam Registration Step 4 of 6: Release Results to Institution

Do you wish to release your results for this exam to your institution?

Yes

No

- Confirm the details of your registration. If everything is correct, you may register for additional exams at this time or finish your registration process and pay. NHA accepts the following forms of online payment:

Debit or Credit Cards

***Please DO NOT mail payment to NHA**

****ALL NHA PRODUCTS ARE NON-REFUNDABLE AND NON-TRANSFERABLE****

Registration

Exam Registration


Step 6 of 6: Summary

Please confirm the following details before continuing:

Certification Type:	CET - Certified EKG Technician
Date:	11/12/2012
Time:	N/A
Testing Method/Section:	Online
Location:	Marys Test 7500 West 160th St Stillwell, KS 66085
Release Results to Institution:	Yes

[Previous](#) [Register for More Exams](#)

My Order

 Application for: CET	Date: 11/12/2012
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[\\$ Finish and Pay for Exam\(s\)](#)