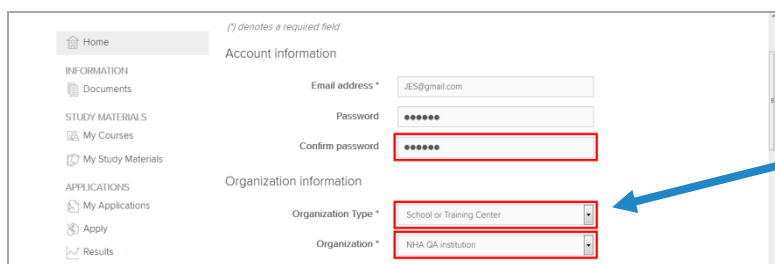
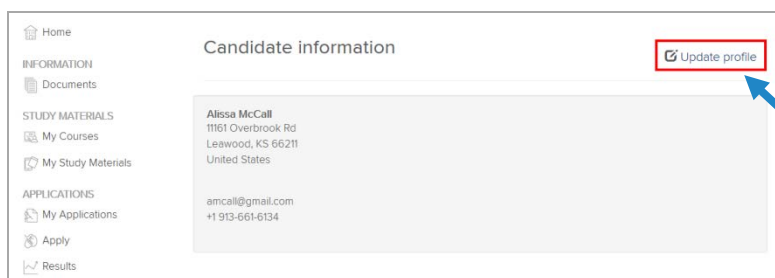
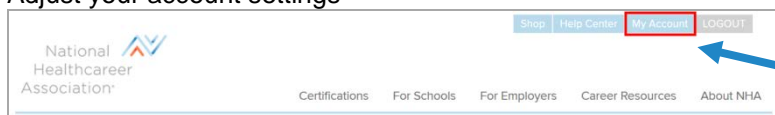


## How to Apply for an NHA Exam through your Institution

There are six easy steps to applying for an NHA Exam through your institution:

- [Adjust your account settings](#) – Make sure that your Organization Type is **School or Training Center**.
- [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 and, if applicable, request special accommodations.
- [Review your Application](#) – Review the date and location of your exam. Make changes if needed.

### Adjust your account settings



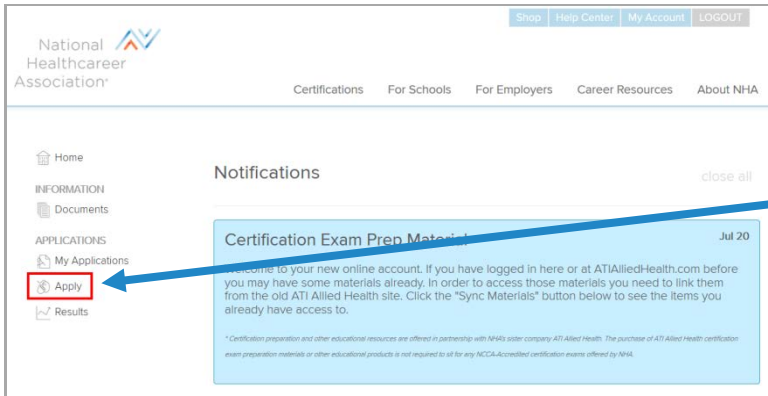
Navigate to [www.nhanow.com](http://www.nhanow.com).

- **If you are an existing user** – Log on with your user ID and password and click **My Account**. Go to the next screen.
- **If you are a new user** – Click **My Account** and create a new user account, following the directions in *How to Create a Candidate Account*. Skip the next screen.

Click **Update profile** to open your account information.

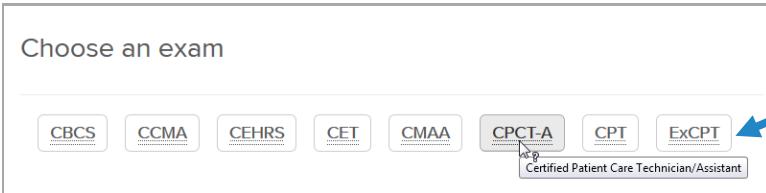
- From the *Organization Type* list, select **School or Training Center**.
- From the *Organization* list, select your institution.
- In the *Confirm password* field, enter your password.

Click **Save Changes** (or **Register** for a new account) at the bottom of the page.



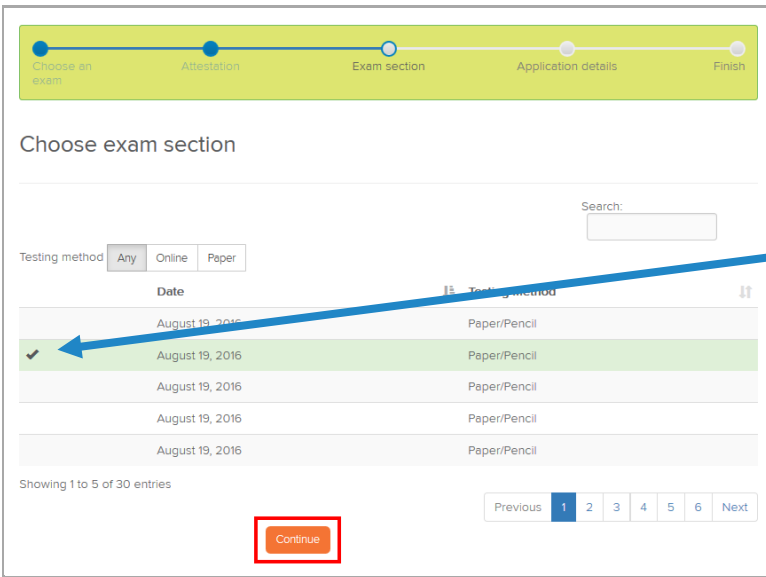
On the Home page, click **Apply** to display your exam choices.

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 and to attest that you agree to all the terms set forth.

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

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



Some tests provide an option to request special testing accommodations. If available, select the check box under *Special accommodation request* to request an accommodation.

**Important:** Once you have requested special accommodations, you will not be able to delete your application until after your request for accommodations has been reviewed.

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

- Click **Register for Another Exam** to apply for one or more other exam(s).
- Click **Finalize Application** to complete your application.

### Review your Application



Certification	Date	Time	Release Results?	Actions
Certified Phlebotomy Technician	2016-08-19		Yes	 

Location: Academy of Allied Health Careers  
 Paper/Pencil - section 2  
 Paper/Pencil ID: A91420546

Review the location, date and section number of your exam.

Print this page or record the Exam ID number. Be sure to have this number available to you when you report for your exam.

You have two options available:

-  To change your release of results designation, click the wrench icon.
-  To reschedule your exam, click the calendar icon.

[Go back to the top](#)