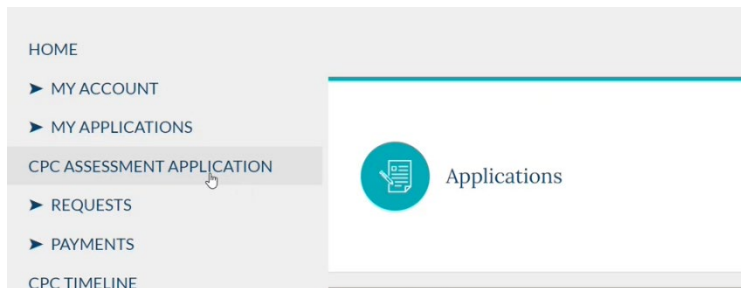


CPC Assessment Application Instructions

Before you get started: you will need a full-face digital color photograph of yourself within the past six months for identification purposes saved on your device as a **.jpg or .png** to upload during the application.

- Navigate to the [NBCRNA Portal](http://portal.nbcna.com) (portal.nbcna.com) and log in using your NBCRNA credentials. We recommend using Chrome or Firefox as your browser.
- On the left-hand side of your NBCRNA portal dashboard, select '**CPC Assessment Application**'



- Click on the '**Create New Application**' button at the bottom of the page.

CPC Assessment Instructions

When making an informed decision on how to take the CPCA, in-person or online, consider the following:

In-person at a PearsonVue Center:

- PearsonVue centers are generally open during business hours Monday through Saturday. Schedule your appointment as far in advance as possible to get the best selection of times and locations.
- You will have to make time to travel to your selected location on assessment day.
- A proctor will assist you with checking in and will observe you throughout the assessment session. You will use the center's computer equipment and internet connections.
- The entire assessment session will be recorded.
- More information for taking the CPCA in-person can be found [here](#).

Online through PearsonOnVue:

- You will need a personal computer with a webcam for the successful delivery of the assessment.
- Make sure you have a reliable, fast internet connection to download your assessment and support a webcam stream.
- You will need a quiet, disruption-free, well-lit space and a desk that is clear.
- The entire assessment session will be recorded.
- More information for taking the CPCA online can be found [here](#).

Click on 'Create New Application' to begin the application for CPCA.

Once the CPCA application is completed and approved, you will be redirected to Pearson to schedule your in-person or online assessment.

Application	Topic	Candidate	Status
CREATE NEW APPLICATION			

- Next, confirm your legal first and last name exactly as it appears on your ID. If you cannot confirm your name, submit a **Name Change Application**. Click **'Next'** to proceed.

The screenshot shows the 'Review your Profile' step. On the left is a navigation menu with 'Confirm Legal Name' highlighted. The main content area is titled 'Review your Profile' and includes instructions: 'When testing at a Pearson VUE facility, your name must match exactly as it appears on your ID.' Below this is a section 'Confirm your legal first and last name*' with two radio button options: 'Yes, I confirm my legal first and last name below.' and 'No, I cannot confirm my legal first and last name below.' The current values are 'First name: Morgan' and 'Last name: Wisenbaker'. A yellow callout box states: 'If you cannot confirm the above name, submit a Name Change Application. Confirmation of Name Change Application must be received to submit this application.' At the bottom are 'PREVIOUS' and 'NEXT' buttons.

- Answer whether you are eligible for ADA accommodation or not. Click **'Next'** to proceed.

The screenshot shows the 'Accommodation' step. The navigation menu on the left has 'Request Accommodation' highlighted. The main content area is titled 'Accommodation' and asks 'Are you eligible for ADA accommodation?*' with 'Yes' and 'No' radio button options. A yellow callout box titled 'Reasonable Accommodations for Persons with Disabilities' explains that candidates with documented disabilities can request accommodations by submitting a written request and supporting documentation. At the bottom are 'PREVIOUS' and 'NEXT' buttons.

- Upload a digital color photograph of yourself for identification purposes. The file must be a .jpg or .png. Click the check box at the bottom to verify that the photo has been taken in the last six months and is not digitally enhanced or altered. Click **'Next'** to proceed.

The screenshot shows the 'Candidate Photo' step. The navigation menu on the left has 'Candidate Photo' highlighted. The main content area is titled 'Candidate Photo' and includes instructions: 'Upload a color digital photo of yourself for identification purposes. Photo must be taken within the past 6 months, and must be a full face view without digital enhancements or altered to change your appearance in any way. The file must be .jpg or .png.' Below this is a file upload area with a 'CHOOSE FILE' button, 'No file chosen' text, and a 'REMOVE FILE' button. A yellow callout box says 'Use Chrome or Firefox browsers for improved performance.' At the bottom is a checkbox with the text: 'I verify that the above image is a color digital photo of myself that can be used for identification purposes. The photo was taken within the past six months, and is a full face view without digital enhancements or altered to change my appearance in any way.' At the bottom are 'PREVIOUS' and 'NEXT' buttons.

- In the Summary portion of the application, make sure there is a checkmark next to each listed item. If so, click **‘Submit to Checkout’**.
 - If you are missing an item, you can go back to the specific portion of the application using the left hand navigation and complete the item.

Instructions

Confirm Legal Name

Request Accommodation

Candidate Photo

Summary

Application Summary

Please review that each of the requirements have been met before proceeding.

Item	Status	Message
Email required	✓	
Phone required	✓	
Address required	✓	
Name confirmed	✓	
Accommodations Completed if applicable.	✓	
CPCA Exam Photo Uploaded	✓	

[Submit to Checkout](#)

- Next, select your payment type. On the following screen you will enter your payment information. Click **‘Submit’** once finished.

[Submit to Checkout](#)

Item Description	Quantity	Subtotal
CPCA Fee	1	\$295.00

Total to Pay Now \$295.00

Payment Type *

- select a payment type -

- select a payment type -

AMEX
Discover
Visa/MasterCard

Payment Information

Amount: \$295.00

Name On Card

Card Number

Expiration Date

Month Year CVV

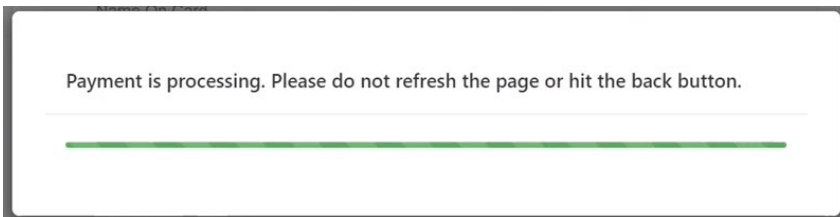
Street Address

Zip Code Country

United States

CANCEL [SUBMIT](#)

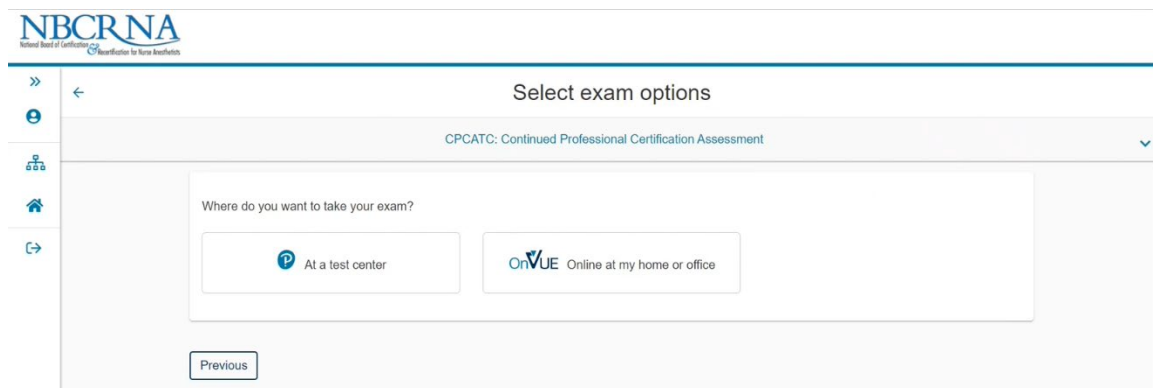
- After submitting your payment information, it may take a few minutes to process your payment. Please do not refresh the page or hit the back button.



- Once your payment is processed, you will be redirected to Pearson VUE's website to schedule your assessment.

Redirecting to Pearson VUE

- On the Pearson VUE page, select where you want to take your assessment: **in-person** at a test center, or **online** at your home or office.



- After choosing to take your assessment in-person, you will schedule the date, time, and location that works best for you.
- After choosing to take your assessment online, you will schedule a date and time that works best for you.
 - If you need to reschedule your assessment, you can access the scheduling tool by navigating back to your CPCA application in the NBCRNA portal, which will automatically redirect you the Pearson Vue scheduling page. Or you can call Pearson Vue toll-free number at (877) 224-0234.
 - The NBCRNA does not schedule assessments. You are solely responsible for scheduling an appointment to take the CPCA.

For additional information, contact support@nbcna.com