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(352) 727-4733 EXT. 2

HOW TO SIGN UP FOR THE CNA STATE TEST

- 1. Go to WWW.PROMETRIC.COM.**
- 2. Click on "Schedule My Test."**
- 3. In the box that says Enter Test Sponsor Name enter: **NURSING** and a drop down menu will pop up.**
- 4. Select Nurse Aide- State-based Nurse Aide and Nursing Assistant Program.**
- 5. Click on "Select Your Testing State."**
- 6. Select the state of Florida.**
- 7. On the next page, select "Online Application."**
- 8. Click on "Register New User."**
- 9. You'll be required to enter in your first and last name and email address.**
- 10. You will also need to make a password. The password must be 8 characters long, have an uppercase and lowercase letter, a number, and a special character such as an ! or @.**
- 11. A confirmation link will then be sent to your email. You will need to use your cellphone or tablet to confirm the link. DO NOT CONFIRM THE LINK FROM THE SAME DEVICE YOU ARE REGISTERING ON!**
- 12. Once you have confirmed the link, go back to the computer and click "Login" in the upper right corner.**
- 13. Sign in using your email address and password.**
- 14. Click on the link to "Submit New Application."**
- 15. Select "Florida Certified Nursing Assistant Application after 7-1-2012" from the drop down menu.**
- 16. Fill out all your personal information, including your social security number. You DO NOT need a Prometric ID.**
- 17. Under Certification Option/Eligibility select: **E3Challenger**.**
- 18. Skip over the training information, you will leave this area blank.**
- 19. Fill out the questions under Disciplinary History and Criminal History.**
- 20. Under Test Site Information select: **Regional Test Site**.**



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- 21. Select the test site you want to use from the drop down menu that appears next to “Regional test Site.”**
- 22. Select “First-time Test Taker.”**
- 23. For Exam Fees select: Written Test and Clinical Skills (both in English)**
- 24. The cost for this is \$155.**
- 25. Select how you would like to pay for the exam and fill out that information.**
- 26. Consent to Electronic Fingerprinting by selecting: I have been provided and read the statement from the Florida Department of Law Enforcement regarding the sharing, retention, privacy and right to challenge incorrect criminal history records and the “Privacy Statement” document from the Federal Bureau of Investigation.**
- 27. Under Application Affidavit and Candidate Release Statement select: I Agree.**
- 28. Leave the area for supporting documents blank.**
- 29. Click “Submit.”**
- 30. You should be taken to a confirmation page with an application ID, submission date, and submission time.**
- 31. You should receive an email from Prometric within 24-72 hours with a status report. If you don’t receive that check your spam.**