Step by Step Instructions for Completing Texas Nurse Aide Online Registration

Listed below are Step-by-Step instructions for completing your nurse aide exam registration and scheduling for your nurse aide exam. Before you begin, listed below are things you need to know.

If you are a first time test taker, you MUST choose to test BOTH exams on the same day and at the same test site.

- You must know your Social Security Number
- You must know which Eligibility Route you will use. You will select ONLY ONE of the following e-routes when registering:
  (Review your handbook for more details about each route)
  - New or Retrained Nurse Aide
  - Out-of-State Training
  - Nurse Aide with Equivalent Military Training
  - RN/LVN Graduate
  - RN/LVN Student
  - Nurse Aide with Expired Status
  - E8 – Training Program Closed

- You must know your training program NAME and/or Training Program Code
- You must know your training program completion date
  (NEW or RETRAINED Nurse Aides – E1)
- You must provide at least one VALID phone number in the event we need to contact you
- You must have a VALID email address
  - All passwords and user names and communications regarding your account will be sent to this email address
  - Make certain you have access to this email account
- You must have a few choices of RTS testing locations & dates where you prefer to test. Regional test sites & test dates can be found on the TX Nurse Aide website.

Go to https://i7lp.integral7.com/txna

If this is the first time you are entering the system, click on Create an account

Step 1. Click Create a Profile after you read and agree to the Candidate ID Agreement
Step 2. Complete the Personal Information section on the New Candidate Record page
  -- Enter your name AS IT APPEARS on your VALID ID
  -- Complete primary address, city, state, zip. (No zip is needed for address)
  -- Provide at least one phone number
  -- Enter a VALID, current email address
  -- Review all information for accuracy & make any required changes
Step 3. Click SUBMIT
Step 4. You will receive a Candidate ID which will appear at the top of the screen (WRITE THIS NUMBER DOWN)
Step 5. In a few minutes you will receive an email which will include a web link to activate your account and an account authorization code.
Step 6. Click on the link in the email and enter the authorization code. This will activate your account
Step 7. Enter a new password (PLEASE REMEMBER YOUR USER NAME & PASSWORD) if desired
Step 8. Click Submit
Step 9. Log in again using your new user name and password
Step 10. Review information to ensure accuracy
Step 11. Review the End User License Agreement
Step 12. Click VERIFY

Your Profile is now complete

NEXT:
You will need to do the following steps
1. Create an Application (selecting eligibility route)
2. Select and submit your Provider (training program) completion information (if you are a NEW or Retrained Nurse aide Only)

BE SURE TO FOLLOW ALL INSTRUCTIONS AS LISTED UNDER YOUR ELIGIBILITY ROUTE

1. Click “Complete a Form” from the left menu bar
2. Select your Eligibility Route (SELECT ONLY ONE)

NOTE: for all Eligibility Routes EXCEPT NEW or RETRAINED Nurse Aide, you will still need to fill out a PAPER DADS form as designated.
   • E1 – New or Retrained Nurse Aide
   • Out-of-State Training
   • Nurse Aide with Equivalent Military Training
   • RN/LVN Graduate
   • RN/LVN Student
   • E7 – Nurse Aide with Expired Status
   • Training Program Closed

3. Complete the chosen eligibility route form as directed
   • Section 1 – must check box that definition has been read
   • Section 2 – IS an ADA Accommodations being requested – Yes or No
   NOTE: This selection is for DOCUMENTED ADA Accommodations ONLY.
   You will need to submit all necessary documents to DADS before you will be eligible to test.
   • Section 3– Candidate Statement – click on “I agree”
   This is your electronic signature

Submit Form

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E1 = New or Retrained Nurse Aide

Select your Provider (Training Program)
Click on “Find a Provider” from the left menu bar
   1. Enter your Training Program name – click Find
      OR enter your Training Program code with a “TX” in front of the TP code e.i. TX0003
   2. Click on Training Program/Titles – your Training Program ID and name will appear
   3. Click submit completions
   4. Enter your training program completion date

Submit

– You should receive the following message via email:

   “The completion was submitted successfully”

Once your Training Program provider approves your training in the system (Pearson Credential Manager [PCM]) you will get an email stating you can go back into the system (PCM) and finalize the process to select and schedule your exam(s).