

Regional Testing Center

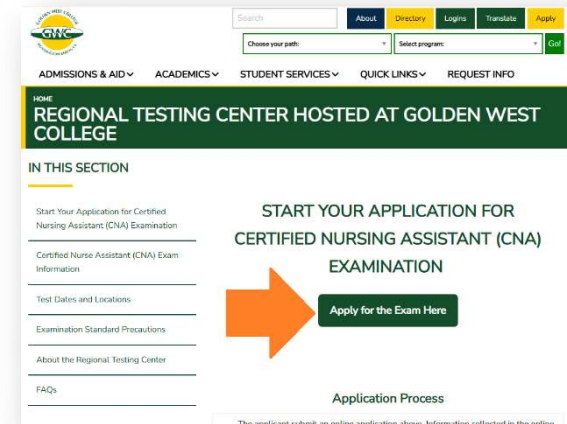
Student Applications

STEP 1

1. Exam candidates register and upload their personal documents (ID, SS card) and 283B form using the Application for Certified Nursing Assistant (CNA) Examination link on the RTC website

<https://www.goldenwestcollege.edu/rtc/index.html>

2. Submit applications individually.



 **RTC will approve or deny the application within 3-4 business days.**

Note: Test Application approval is based on the verification of complete spelling of name and SS# on the Test candidate's government ID, Social Security # and 283B Form.

STEP 2

1. The exam candidates will receive an email response from RTC informing them of their approval or denial.
2.
 - a. Approved applications:
 - b. The test candidates will follow the unique link in their email to select their exam location, date, and time.
 - c. Denied applications:
 - Test candidates will need to correct **Step 1** of the registration. The **denial email** will contain information that must be corrected.

Group Payments

- ✚ CNA schools can request a unique link from RTC@ccd.edu to complete the group payment.
- ✚ The CNA school will add all the Test candidates' names and SSN (**Numbers only, no dashes**) for whom they wish to submit payment for.
- ✚ School will submit payment for the total Test Candidates via credit card, debit, or online banking.
- ✚ For **online bank payment**, the school must select their bank from the list and log-into their bank account to complete the payment.

CDPH Exams
Golden West College

Students

Student # 1 Delete

Name
Jane Doe

SSN
1234567890

Exam
Manual Skills and Written Examination

Student # 2 Delete

Name

SSN

Exam
Manual Skills and Written Examination

Add Student

Credit Card Payments → Card

Online Bank Payments → US bank account

Email

Full name

First and last name

Search Bank Name →

CHASE **Bank of America** **WELLS FARGO**

Capital One **NAVY FEDERAL Credit Union** **usbank**

- **Add Student:** Allows adding additional students for group payments. There is no limit to student payment list.
- **Delete:** You may delete a student entry as needed.

- Payment by **Card:** Allows you pay for entire list of exam applicants using most major credit & debit cards. You can save your card information for future check outs using the “Secure, 1-click checkout with Link” option.
- Payment by **US Bank Account:** Allows you to securely log into you bank to complete payment transfer.