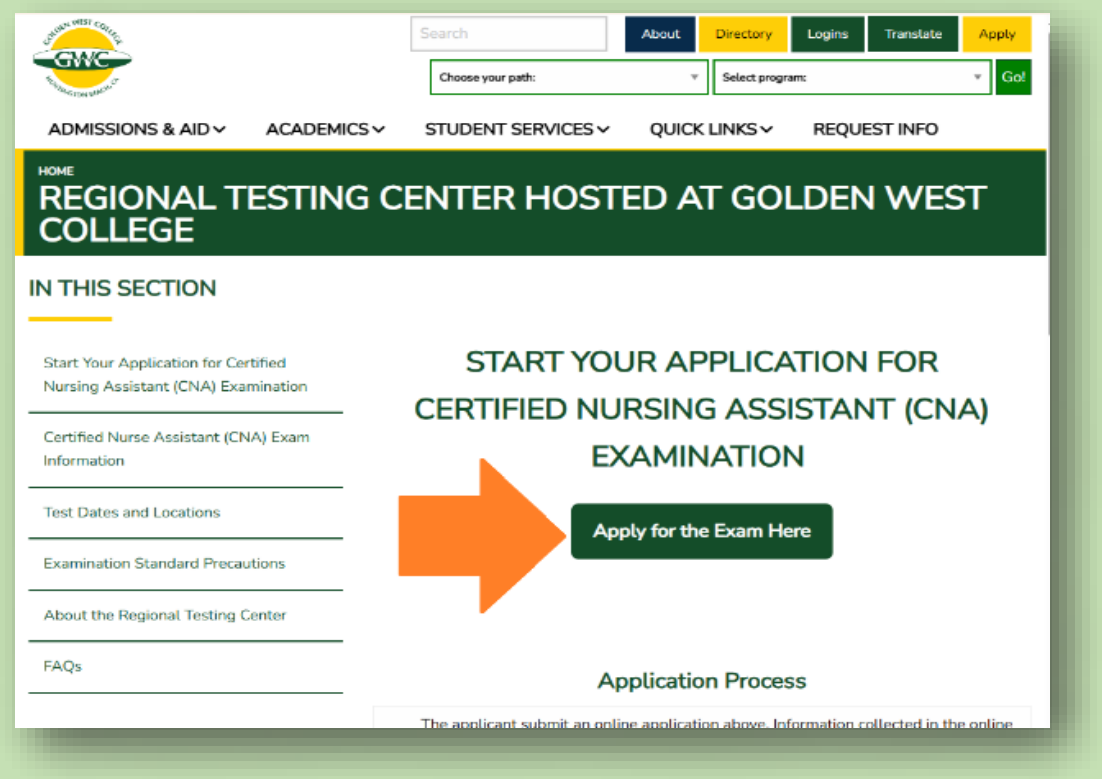
How to Register for the Nursing Assistant Certificate Examination

Registration

To begin registration, please go to the RTC website https://www.goldenwestcollege.edu/rtc/index.html

Click “Apply for the Exam here” button



Documents required for Registration:

1. Government Issued Identification
   - Drivers License/California ID or Passport
2. **Social Security** or **ITIN** number

Note: The names entered **must match exactly** those on the government-issued identification

Legal last name, legal first name, and middle name must **match** the name shown on the **government-issued ID** (**Driver's License**, **ID**, **passport**, **Social Security card**).

No exceptions!

Note: Enter correctly as shown on government ID

<u>Social Security or ITIN</u> Number goes here
-numbers only (Example: 123456789)

Social Security Number (SSN) or Tax-Identification Number (ITIN)*
(omit dashes)

9 characters required
9 characters remaining

Birthdate*

Gender*

Enter Email Address

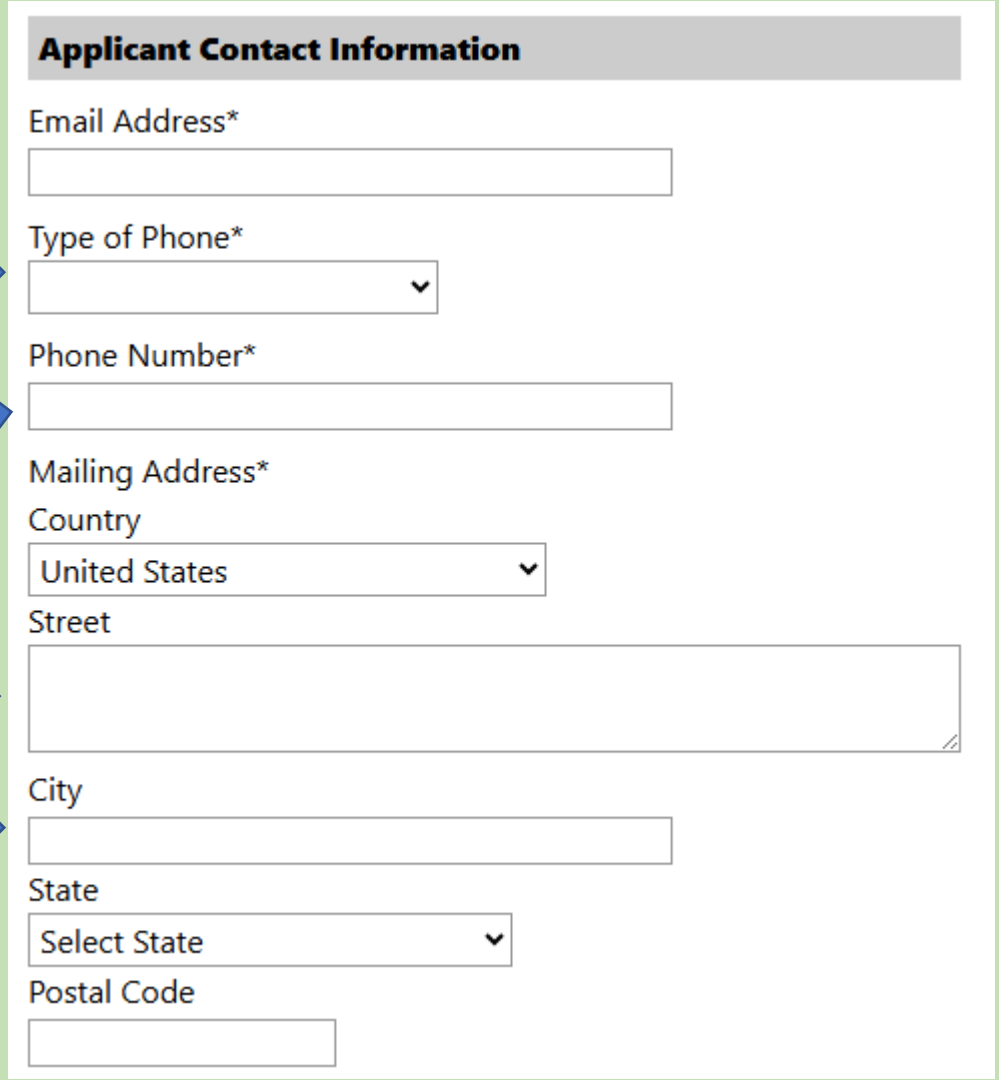
Type of Phone (mobile/cellular, home, or business)

Enter Phone Number

Enter **Home Street Address**

Enter **City**

Zip Code goes here



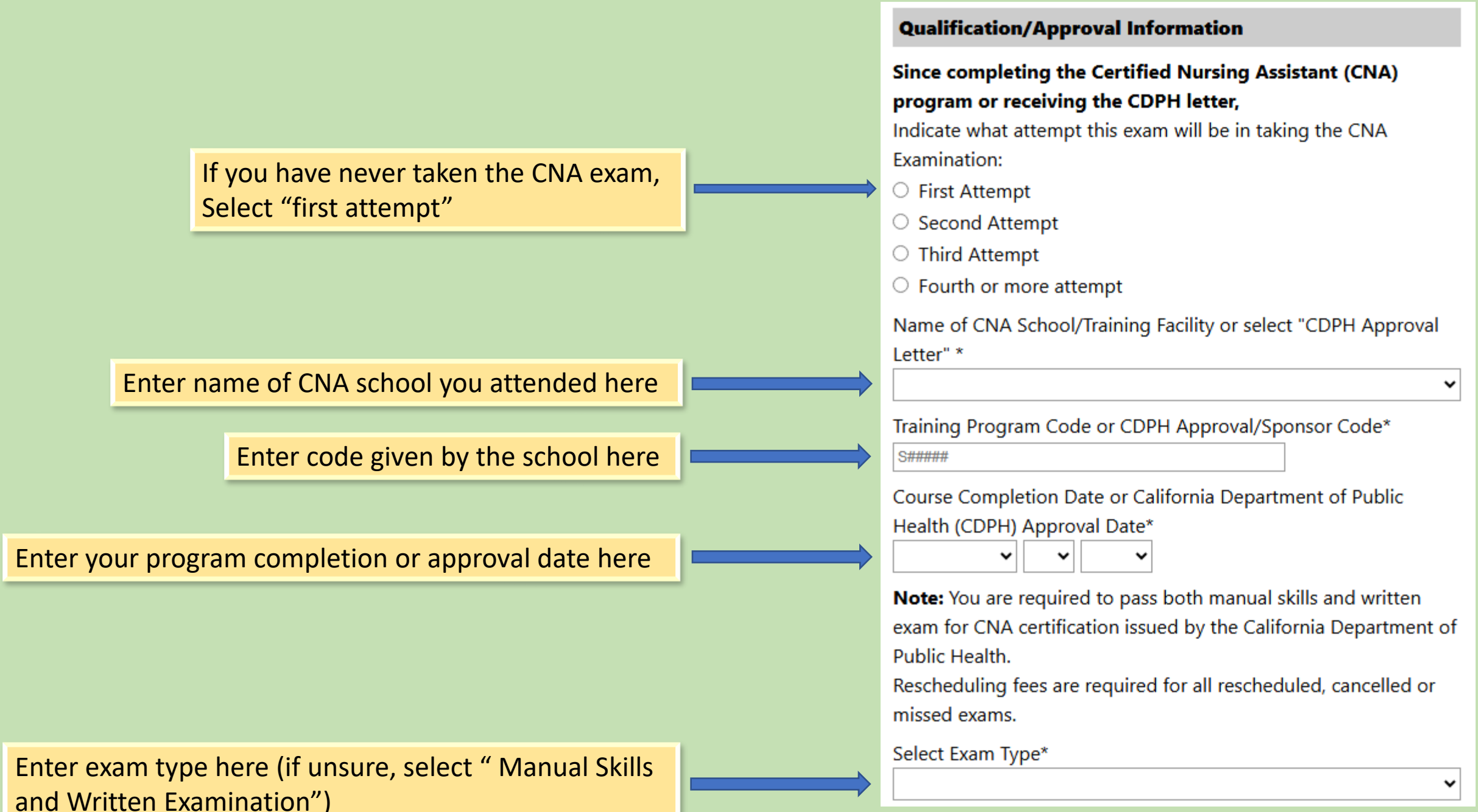
If you have never taken the CNA exam, Select “first attempt”

Enter name of CNA school you attended here

Enter code given by the school here

Enter your program completion or approval date here

Enter exam type here (if unsure, select “ Manual Skills and Written Examination”)



Qualification/Approval Information

Since completing the Certified Nursing Assistant (CNA) program or receiving the CDPH letter,

Indicate what attempt this exam will be in taking the CNA Examination:

- ○ First Attempt
- ○ Second Attempt
- ○ Third Attempt
- ○ Fourth or more attempt

Name of CNA School/Training Facility or select "CDPH Approval Letter" *

Training Program Code or CDPH Approval/Sponsor Code*

S#####

Course Completion Date or California Department of Public Health (CDPH) Approval Date*

Note: You are required to pass both manual skills and written exam for CNA certification issued by the California Department of Public Health.

Rescheduling fees are required for all rescheduled, cancelled or missed exams.

Select Exam Type*

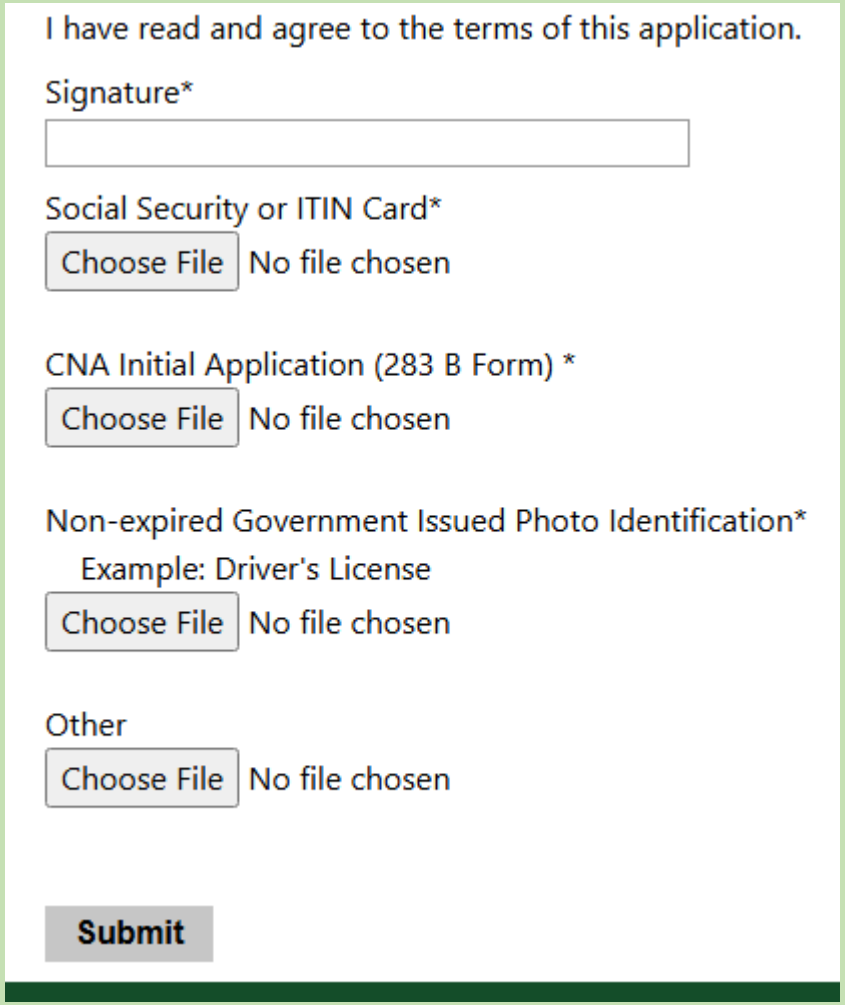
Type your name here

Scan and attach social security/ITIN card here

All pages of your form MUST be submitted

Government Issued ID here (examples: California ID, Drivers License, or Passport)

Other Government Issued photo identification here



NOTE: make sure to ONLY upload/attach VALID and Nonexpired government issued identification

The student will receive Two (2) Emails

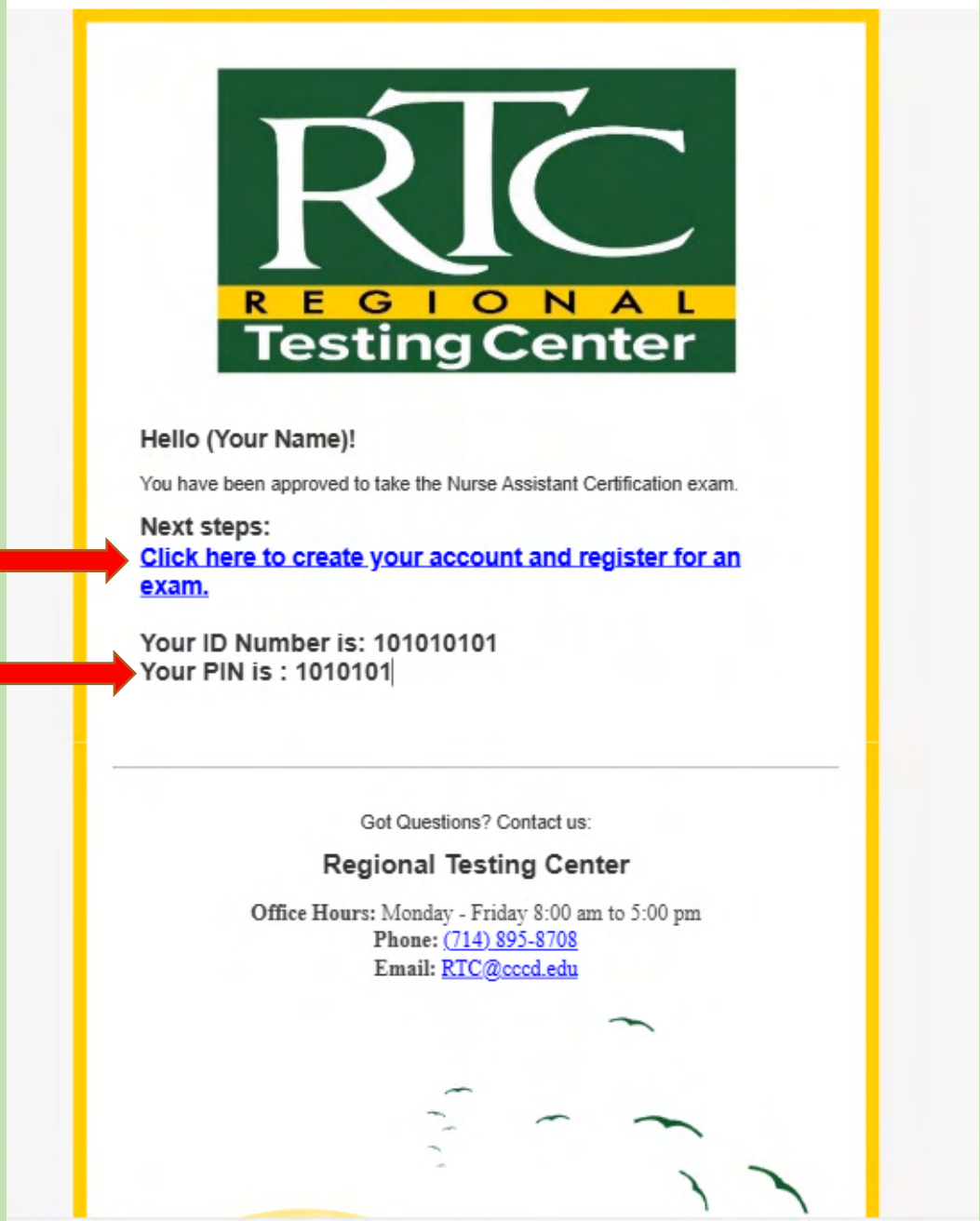
1st email will confirm that the Regional Testing Center (RTC) has received your application for the exam.

2nd email will contain the result of your application that indicates whether it has been approved or rejected.

Approved Email

Click this link to create your account

The PIN to create your account will be listed here



Declined Email

For your application to be approved, you will need to resubmit the application and correct the issues listed in this email.

RTC REGIONAL Testing Center

Hello (Your Name),

We are sorry to inform you that you have been been declined to take the Nurse Assistant Certification exam for the following reason(s):

3-26-25 Incorrect training program code listed on registration application. Please review your application package carefully as there may be other errors. Update and resend for approval.

3-21-25 Missing page 2 CNA Initial Application (283b form). Please review your application package carefully as there may be other errors. Update and resend for approval.

Please review the denial reason and resubmit the application through the the application link on our website. Please use your same email address as before.

Please contact our Office to get more information.

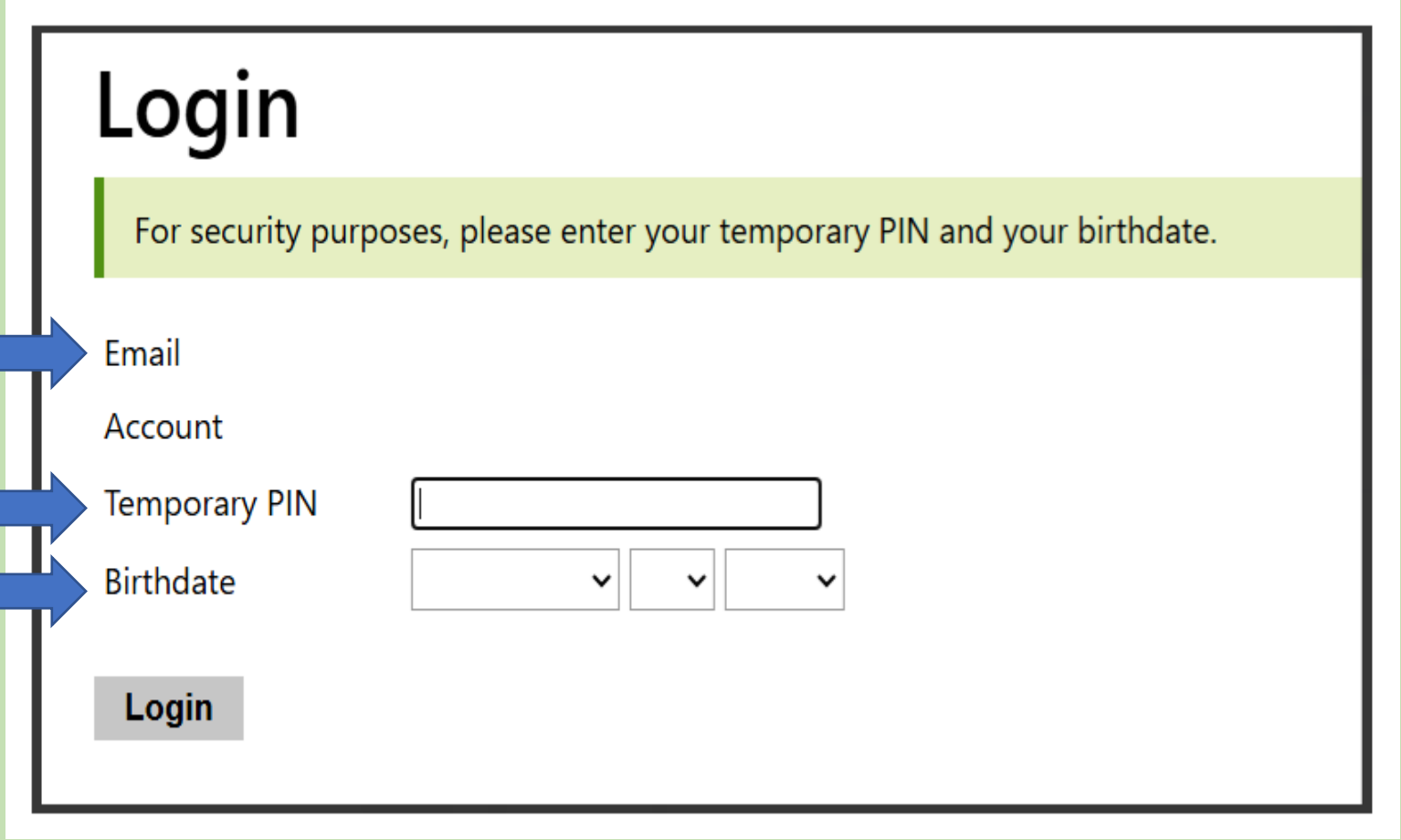
Regional Testing Center

Office Hours: Monday - Friday 8:00 am to 5:00 pm
Phone: (714) 895-8708
Email: RTC@cccd.edu

Scheduling

Verify this is your correct email address

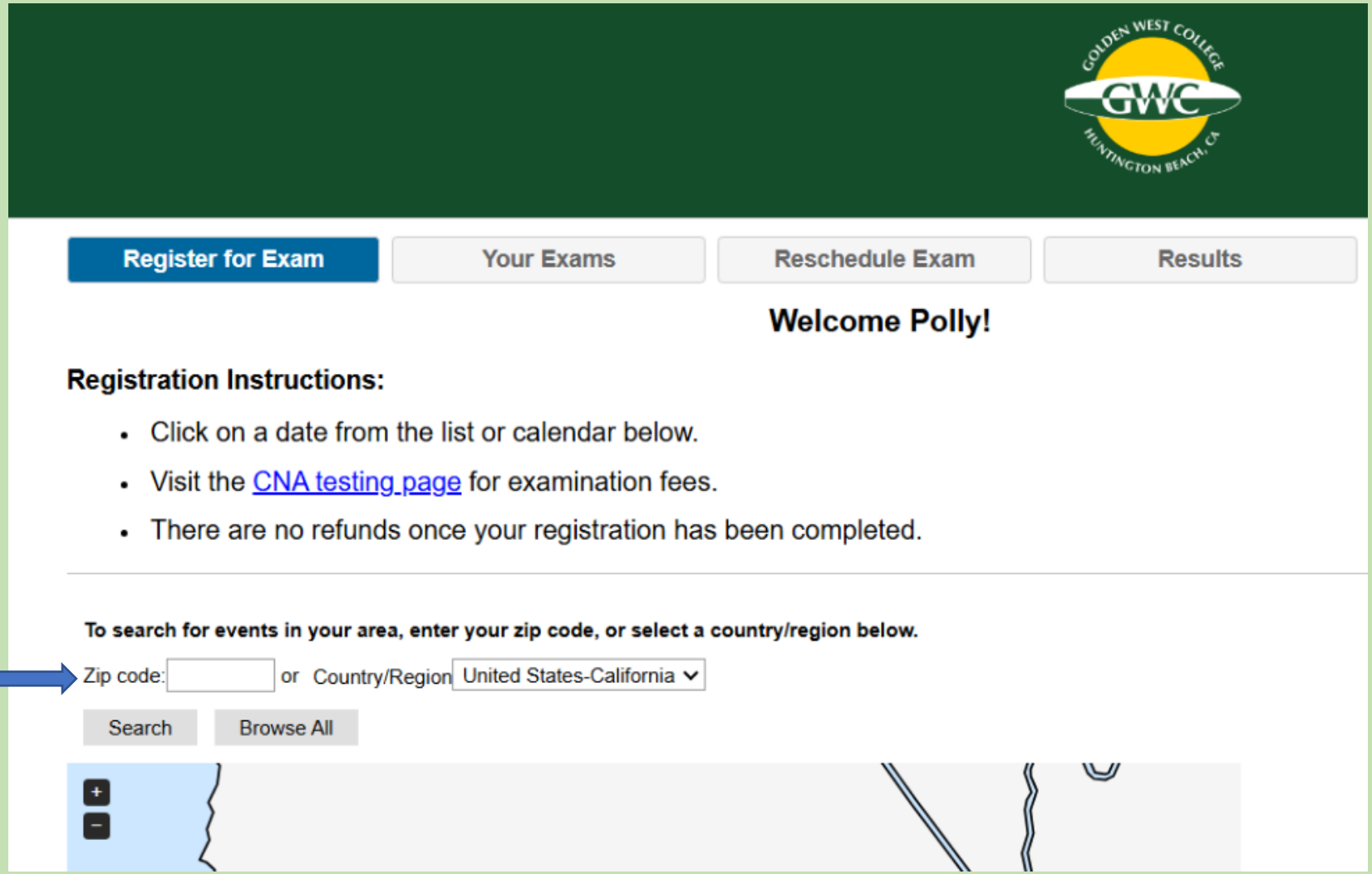
Enter PIN & Birth date here



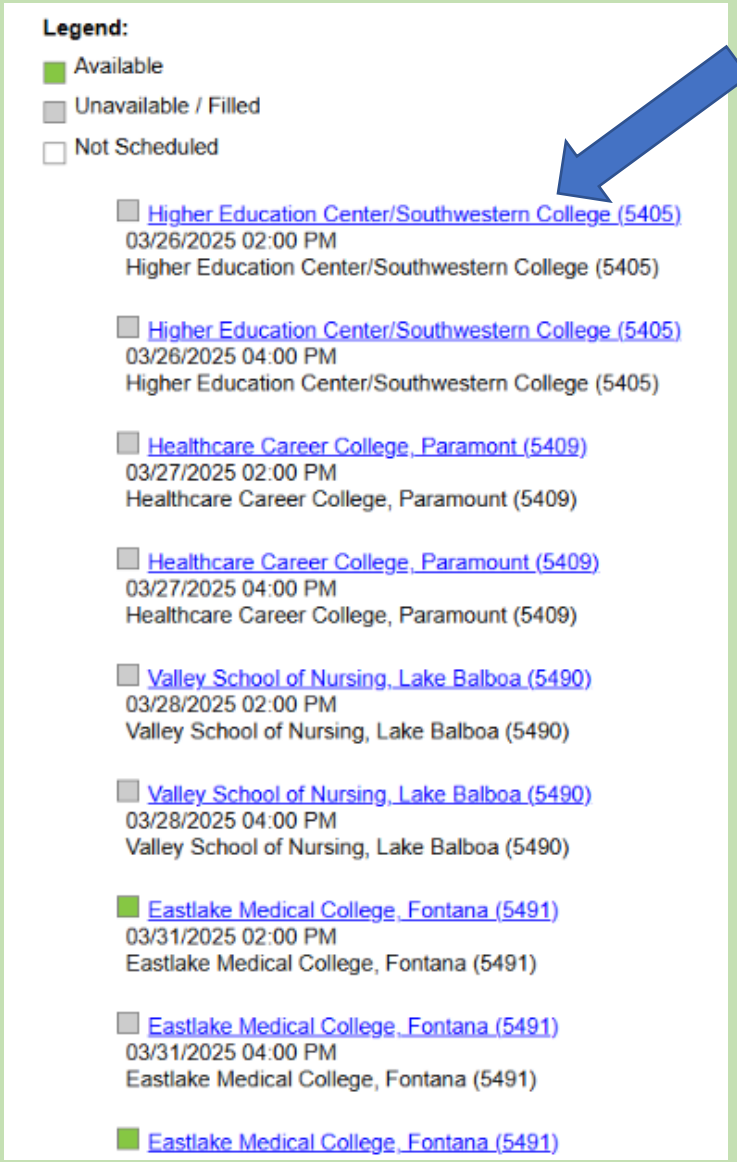
Scheduling your Exam

Student Account Sample

Enter ZIP code to locate testing locations



List of Test Sites will appear



Click the name to register

Color coded boxes describes availability of the testing locations

Available
- Test site is available

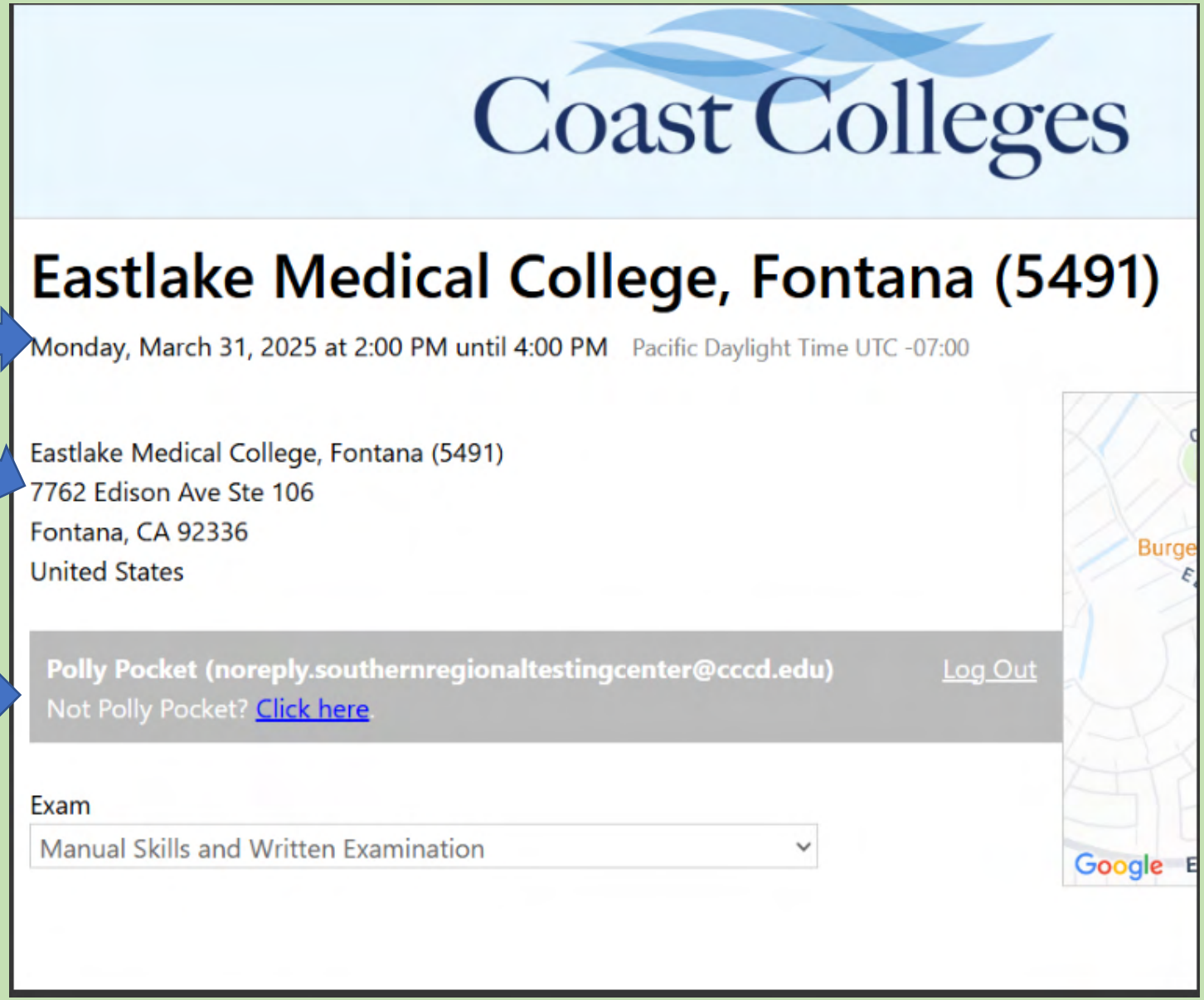
Unavailable (Test site full)

Not Scheduled

After test location is selected, this image will appear…

Verify this is the correct test location, date, and time selected

Verify this is your correct name and email



Payment

Payment Info

- Your CNA training facility will pay on your behalf for the examination.

- Please await or ask for the next step to verify payment options.

Regional Testing Center Contact:

Phone: (714)895-8708

Email: RTC@cccd.edu