CHECKLIST

NHA Learner Readiness Checklist

45 Days Before Your Exam Date

- ○ Create an NHA login if you haven't already. Refer to page 13 of the NHA Candidate Handbook for any questions.
  - If testing through your school or employer, please confirm with them prior to creating your candidate account to ensure that you are following their specific registration processes
- ○ If using NHA's study materials, finish your NHA study guide and when instructed take your first practice assessment.
- ○ Review the NHA test plan to identify current exam content and be fully prepared. Test plans are found on the NHA website by hovering over "Get Certified" and then selecting the exam you are planning on taking. From there, scroll to the section called, "Prepare for Your Certification Exam," and click "Download Free Plan."
- ○ Register for any of NHA's candidate-facing webinars to assist in your preparation.
- ○ If affiliated with an institution, make sure to confirm with them how and when the exam will be scheduled – on-site or off-site through NHA's 3rd party.
- ○ If testing off-site, review PSI learning resources.
- ○ Ensure your government-issued photo ID is up-to-date and not set to expire.
  - Your first name, last name, and home address need to match what is listed on your ID
- ○ For PSI's remote proctored exam, check the ID requirements in NHA resources.
- ○ If you need accommodations /ADA support, read the accommodation FAQs, and submit your request.
- ○ Watch your inbox for follow-ups from NHA's compliance department.

30 Days Before Your Exam Date

- ○ Make sure you follow your institution's guidance, but when ready, complete your NHA exam application
  - Confirm payment options with your institution.
  - Schedule your test through PSI if necessary.
    - + If you are applying for an exam through your institution, follow these steps here
    - + If you are apply for an exam but are registering individually, follow these steps here.
  - Visit our FAQ page if you have questions.
- ○ Once you've completed your NHA study guide, begin working through NHA's practice assessments (if you're using NHA's prep materials.)
  - Allow adequate time between each attempt to complete the Focused Review™ activities between each attempt.
- ○ Use the Focused Review™ in between each attempt and simulate a real test scenario.
- ○ Monitor your growth by reviewing reporting after each assessment.
- ○ Understand the NHA Certification Exam scoring system and how to read a test plan.

CHECKLIST

2 Weeks Before Your Exam Date

- ○ Make sure you login to your NHA account and apply for your exam if you haven't yet.
  - If you are applying for an exam through your institution, follow these steps here.
  - If you are apply for an exam but are registering individually, follow these steps here.
  - Your time may expire if you don't do so soon.
- ○ Continue studying with your materials, making flashcards, or using NHA's flashcard app. (NHA Mobile on iOS and NHA Mobile for Android)
- ○ Keep an eye out for responses from NHA's compliance team if you submitted an accommodation request.
- ○ Review the NHA Test Plan for your exam
- ○ If using PSI's Remote Proctoring, review all relevant resources.
  - Be sure all the resources are available
  - Ensure secure testing location.
  - Compatibility check
  - And if your device requires a VPN.

1 Week Before Your Exam Date

- ○ Confirm your NHA login and password.
  - Write this down and have it available to you!
  - You may be using a different computer and it won't be saved.
- ○ Take your final NHA practice assessment in a realistic exam scenario.
- ○ Review available resources: NHA's flashcards, learning tools, Focused ReviewTM, and reporting, as well as resources from your institution (if applicable).
- ○ Double-check the time and location of your test, the time zone for Remote Proctored exams, and any compatibility or VPN issues.

1 Day Before Your Exam Date

- ○ Confirm the time and location of your test and plan to arrive early.
- ○ Set aside necessary items for your exam (pencils, government-issued ID, user ID and password).
  - Double-check your NHA account login credentials.
  - Avoid cramming and allow your mind to rest.
  - Get a good night's sleep and eat well.

Your Exam Day!

- ○ Arrive early and plan for parking and traffic.
- ○ Bring everything you need: government-issued photo ID, two #2 pencils.
  - CBCS candidates must bring the three current coding manuals.
- ○ Have confidence in your preparation and good luck!

* The purchase of NHA exam preparation materials is not required to sit for any NHA certification exam, and use does not guarantee a passing score on an exam. All NHA certification programs and the corresponding exams are NCCA-accredited.

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