

Step 1: Create an **Excel CSV** file with your candidate information to use during the verification.

This file **MUST** contain 2 columns labeled:

- last_name
- certification_number

	A	B
1	last_name	certification_number
2	Word	123456789
3	Williams	987654321
4	Weaver	456789123
5	Wayne	789123456
6	Washington	123789456
7	Warshaw	321987654

*These must be the exact labels for the tool to work

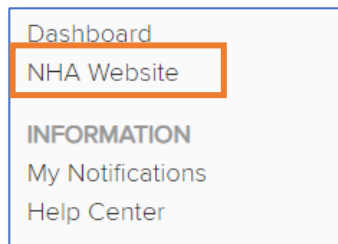
Step 2: Log into your account at [NHANOW.com](https://www.nhanow.com).

**If you don't know your login, connect with NHA's [Help Center](#) or your NHA Contact to confirm*

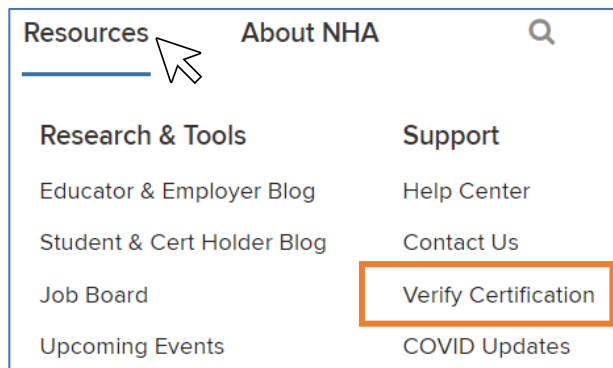


Step 3: Select the **NHA Website** from the left-hand side of your screen.

**Note: If you first see an error page, don't worry. Selecting the NHA Website will still work for you.*



Step 3: In the **Resources** drop down, select **Verify Certification**



Step 4: Scroll to the **Bulk Verify Certificates** Section

- Upload your CSV file
- Select Verify

**Note: If this doesn't populate for you, contact your NHA representative to discuss your administrative permissions.*

Bulk Verify Certificates


Please provide a csv if you wish to verify multiple certs at once:

CSV Upload: *

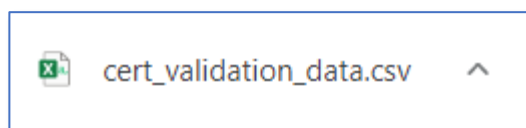
Choose File

BEFORE..._data.csv

Verify



Step 5: Open the completed file with certification confirmations listed.



Step 5: Review Candidate Data.
Columns include:

- Certification Number
- If there is a confirmed match in the NHA Database
- Certification Type
- Candidate Last and First name
- Certification Status
- Expiration Date

A	B	C	D	E	F	G
Certification #	Match Found	Cert Type Abbr	Candidate Last Name	Candidate First Name	Cert Status	Cert Expiration
123456789	NO					

*Note: If you are receiving information that seems incorrect, verify the **last name** and **Certification Number** you are using. This must be an exact match to that used on the candidate's NHA account.*