

# Convert a CTE Student Provisional Certification to a Full NHA Certification

Navigate to https://certportal.nhanow.com/

Login to your admin account.



2

1

#### Click Provisional Certification Queue.

Historic Reports	Implementation Guides	And Resources
CANDIDATES Send Account Invitations	PSI Testing Resources	
View Exam Applications View Exam Results Certification Queue a	NHA Candidate Handb	ook
Provisional Certification Queue		
STAFF	Explore Most Used	How-to Reso
EXAMS Schedule Exam	How to add a user to your account	How to view exam applications
Upcoming Exams	Download PDF	Watch Video
View Exam Rosters		

4

You can search by **Status**. The default is **View All**, but toggling to **Valid** will show you the Certifications that are currently available to convert to full certification.



5

You can search by Candidate Name or sort each column to locate the student you're looking for.

ganization: I	NHA Demo									
ertificatio	ons Waiting to be G	ran	ted							
s Status:	Valid 🗸	Se	arch:	$\bigcirc$		Bu	ilk Gr	ant Arct	nive S	Selected
Last	Email		Exam	Status		Exam Date		Provisional Expiration		Actions ++
Last Name 🕫	Email	÷ 4	Exam Type ++	Status	+4	Exam Date	++	Provisional Expiration Date	ţ å	Actions
/Stg0317	vstg0317_02@mailinator.com		CEHR	Valid		2021-04-0	)5	2022-04-		Grant



You can also view the **Expired** Provisional Certifications. If the Provisional Certification lapses before converting to a full certificate, then each candidate will be required to retake the NHA certification exam.

Curre	ently Viewi	ing C	rganizat	ion:	NHA Demo					
Pro	visiona	al C	ertific	ati	ons Waiting to be	Gran	ted			
Show	10 🜩	entri	ies Stat	tus:	Expired	Se	arch:			Bul
+-	First Name	14	Last Name	++	Email	14	Exam Type ++	Status	14	Exam Date
	-		-				ODT			2017 12 11

7

You can search by **Archived** Status if you would like to limit the number of certificates you see on your screen. Archiving does not remove the ability to grant provisional conversion.

ing to be Granted	
Search:	
Exam 1+ Type 1+ Status	++ Exam De
	Search: Exam 14 Type 14 Status

Q	
O	

Click the **Revoked** status to view any certification that was revoked and no longer valid.



<sup>9</sup> 

Toggle to the Student you want to Grant Certification to. Next to their name, you will click **Grant**.

Email	24	Exam Type ++	Status	†4	Exam Date 👘	Expiration Date ++	Actions ++
shannons9@fake.fake		СРТ	Expired		2017-12-11	2018-12-11	-
dragons@dra.gon		СРТ	Expired		2017-12-11	2018-12-11	-
vstg0317_02@mailinator.com		CEHR S	Valid		2021-04-05	2022-04- 05	Grant
kane_roman@ascendlearning com	g.	СРТ	Valid		2022-01-10	2023-01-10	Grant
teststa090803@amail.com		СМА	Valid		2021-08-09	2022-08-	

# 10

A pop up will appear acknowledging that you agree with the following attestation. Please be sure to agree to each statement before proceeding to the next step.

		By submitting this form, I acknowledge and agre
Dashboard	Current	I am an authorized school administrator or re
NHA Now	Provi	who was not responsible for the instruction o listed on this.*
INFORMATION		Every student listed on this form succesfully (
My Notifications (15)	Show	date.*
Help Center		I have provided institution calendar, or officia
PREP MATERIALS		confirming graduation date(s) for my institutic
Courses	±÷.	Lunderstand that NHA has reserved the right to
Inventory		the information provided on this form to ensure
RESULTS		the provisional certification program.
Historic Reports		Membership Free Recertification Benefit
Learning Insights Center		mm/dd/yyyy
CANDIDATES		
Send Account Invitations		

11

In the Membership Free Recertification Benefit field, you will confirm your student's date of graduation.



### 12

## Click **Submit** to officially convert the provisional certification to full certification.

I unders the info the prov	tand that NH. mation provi visional certifi	A has reserved the right to audit a ded on this form to ensure complia cation program.	nd confirm ance with	xpired	2017-12-11	Date ++ 2018-12-11	Actions
Membe	rship Free Re	certification Benefit	_	xpired	2017-12-11	2018-12-11	-
11/0//	2024			alid	2021-04-05	2022-04- 05	Grant
		Cancel	Submit	alid	2022-01-10	2023-01-10	Grant
Test	4	teststg090803@gmail.com	CMA A	Valid	2021-08-09	2022-08- 09	Grant
VStanot	VSta091	usto0910_01@moiliontor.com	CET	Malid	2021-02-10	2022 00 10	-

# 13

You have capabilities to Grant Certifications to a Bulk of candidates at once. Check mark each learner's name that you would like to convert to a full certificate.

RESULTS				
Historic Reports		Egg	Targarye	dragons@dra.gon
Learning Insights Center			n	
CANDIDATES		VStg0317	VStg0317	vstg0317_02@mailinator.com
Send Account Invitations		_02	_02	
View Exam Applications	-		-	
View Exam Results		Kane	Roman	kane_roman@ascendlearning.
Certification Queue 3				com
Provisional Certification Queue		Test	4	teststg090803@gmail.com
STAFF				
Manage Users		VStg081 9_01	VStg081 9_01	vstg0819_01@mailinator.com
EXAMS				
Schedule Exam		VStg081	VStg081	vstg0819_04@mailinator.com
Upcoming Exams		9_04	9_04	
View Exam Rosters	0			
Exam Inventory	U	VStg030 3_01	VStg030 3_01	vstg0303_01@mailinator.com

#### 14

Then	click	Bulk	Grant.	

NHA Demo										
ons Waiting to be	Grant	ted								
one training to be	oran					_				
	6-	arch			Bu	100	Arch	ium S	alastad	
View All 🗸	Se	arcn.				IK GI	AICH	IAR 2	selected	
View All	56	Exam				KON	Provisional	IVG S	Selected	
Email	5e	Exam Type ++	Status	ţź	Exam Date	14 GI	Provisional Expiration Date	++	Actions ++	

### 15

Check mark each field and provide the graduation date. This will convert multiple students' provisional certification to full certification, at one time.

By submitting this form, I acknowledge and agree that, Current HA Now IFORMATION IFORM	Association <sup>®</sup>		
ourses       I understand that NHA has reserved the right to audit and cont         ventory       Information provided on this form to ensure compliance with the provisional certification program.         ESULTS       Membership Free Recertification Benefit         istoric Reports       mm/dd/yyyy	ASSOCIATION ashboard HA Now IFORMATION Iy Notifications (5) elp Center REP MATERIALS	Current Provi Show	<ul> <li>By submitting this form, I acknowledge and agree that,</li> <li>I am an authorized school administrator or registrar/councele who was not responsible for the instruction of the students listed on this.*</li> <li>Every student listed on this form succesfully graduated on the date.*</li> <li>I have provided institution calendar, or official documentation confirming graduation date(s) for my institution.*</li> </ul>
arning Insights Center mm/dd/yyyy	ourses ventory ESULTS	++	I understand that NHA has reserved the right to audit and confi the information provided on this form to ensure compliance wit the provisional certification program.
	istoric Reports earning Insights Center		mm/dd/yyyy

## 16

If needed, you may bulk Archiving Certifications. Check mark your learners, then click Archive Selected.

#### A Demo

ns Waiting to be Granted

View All →	Search:				Bulk G	rant	ve Selected	
mail	14	Exam Type 🕫	Status	+1	Exam Date 👘	Provisional Expiration Date	Actions to	
hannons9@fake.fake		СРТ	Expired		2017-12-11	2018-12-11	-	
lragons@dra.gon		CPT	Expired		2017-12-11	2018-12-11	-	