

Step 1: Log into your NHA administrative account at [NHANOW.com](https://nhanow.com)

Login / Account

Step 2: Under the **Candidates** section in the left-hand side navigation select **View Exam Applications**

CANDIDATES

Send Account Invites

View Exam Applications

View Exam Results

Certification Queue

Step 3: Here you'll be able to view any applications

- Third-Party (off-site or remote)
- First-Party (on-site)

Third-Party Applications

Starting Exam Date: [02/16/2021] X Ending Exam Date: [02/16/2021] X Certification: [] X Application Status: []

Paper/Pencil ID: [] First Name: [] Last Name: []

Third-Party Applications

First-Party Applications

02/16/2021 X Ending Exam Date: [02/16/2021] X Certification: [] X Test Method: [] X

Paper/Pencil ID: [] User Name: [] First Name: []

First-Party Applications

Step 4: There are several filters that include Booking status, Booking Date, Exam Date, and Exam Status

Selections can be downloaded through the **Download Applications** button at the bottom via Excel or PDF

- **Status** shows where the candidate's paperwork is in process
- **Booking Date** is the scheduled exam date
- **Booking status** identifies the scheduling status for the exam (ie: canceled, scheduled, absent)

Exam Date Test Method Status Bookin... Bookin...

Application Status

New

Unpaid

Pending Approval

Pending Special Ac...

Confirmed

Pending Results

Finalized

Rejected

Download Applications...

Download as PDF

Download as CSV/Excel

- **Confirmed** means available for scheduling.
- **Finalized** are completed exams.
- **Third-Party Exam Dates** will only populate once the exam has occurred.