

Note: This walkthrough is for instructors or administrators who are looking to earn their NHA certification. More information on the process and eligibility requirements for any candidate are located in NHA's [Candidate Handbook](#)

Step 1: If you don't already have a personal (non-administrative) Candidate account, create one at [NHANOW.com](https://nhanow.com)

Note: You will need to use a different email than what you have for your administrative login.

Login / Account ▼

Pro Tip: Log out of your administrative account first to ensure that all saved logins or passwords won't automatically populate. You can only be logged in as one user at a time.

Step 2: During your account creation, select your affiliation as **Registering Individually**

Organization information

Organization Type *

Registering Individually

Registering Individually

School or Training Center

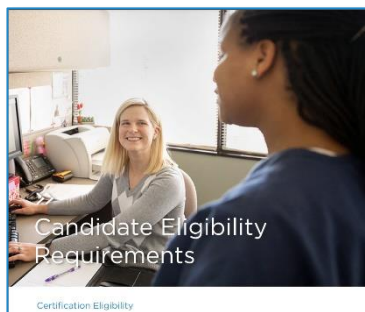
Employer

Military Service

Are you Active Duty military or a Veteran? *

Step 3: Review the eligibility requirements and additional parameters to test as an instructor in the NHA [Candidate Handbook](#)

- Details are found on page 9



An instructor of an institution associated with NHA is eligible to sit for an NHA certification exam provided he/she:

1. Possesses a current state-recognized teaching certificate, is licensed as a teaching professional, or has a minimum of three years of full-time teaching experience in a healthcare or health science field;
2. Is currently licensed, certified or registered as healthcare professional or has a minimum of two years of work experience in the allied health field covered by the NHA certification exam or a discipline that is commensurate with or exceeds the scope of practice of that allied health field; and
3. Meets all program-specific requirements

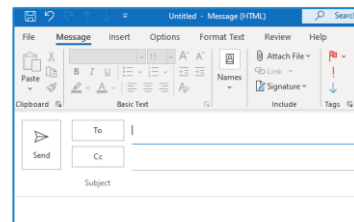
The instructor must:

1. **Register individually** (he/she cannot associate himself/herself with his/her institution when registering with NHA); and
2. **Sit for the exam at a PSI** testing site location or through Remote Testing. **Under no circumstances may the instructor take the exam at his/her institution.**

In addition, the instructor:

1. May not sit for exam if he/she served as a proctor for that same exam in the prior six (6) months; and
2. Once he/she has registered for the exam, he/she may not proctor that same exam until after receiving the certification.

Step 4: If your program or institution will be paying for your certification or preparation, connect with your NHA Representative to assist the payment process



Step 5: When ready, follow the steps on your Candidate account to **apply** for your NHA Exam

- For additional help, see the How-To [PDF](#) or [Video](#) to apply for an exam as an individual

STUDY MATERIALS

My Courses
My Study Materials

APPLICATIONS

My Exam Applications
Apply for Exam
Exam Results

Step 6: Schedule your NHA exam with PSI through an on-site location or with Remote Testing

- You have a 6-month window from your application date to schedule and take your NHA Exam

You have an unscheduled application with PSI.
[Click here to schedule](#)

 **Schedule with PSI**

Note: for additional help, see NHA's other How-To resources on scheduling or rescheduling your PSI Exam, or additional resources [Remote Testing](#)

Step 7: You will be notified within 3 business days of your exam score posting

- View your results in the Exam Results link on your navigation bar

APPLICATIONS

My Exam Applications
Apply for Exam
Exam Results



Step 8: NHA Certifications can be renewed every 2 years, maintain your certification with Continuing Education Credits through your Candidate login

CONTINUING ED.

Renew Certifications
My CE History
Complete More CE