

## Step by Step Instructions for Completing Texas Nurse Aide Online Registration

Listed below are Step-by-Step instructions for completing your nurse aide exam registration and scheduling for your nurse aide exam. Before you begin, listed below are things you need to know.

**If you are a first time test taker, you MUST choose to test BOTH exams on the same day and at the same test site.**

- **You must know your Social Security Number**
- **You must know which Eligibility Route you will use.** You may select **ONLY ONE** of the following e-routes when registering:  
(Review your handbook for more details about each route)
  - E1 – New or Retrained Nurse Aide
  - E2 – Out-of-State Training
  - E3 – Nurse Aide with Equivalent Military Training
  - E5 – RN/LVN Graduate
  - E6 – RN/LVN Student
  - E7 – Nurse Aide with Expired Status
  - E8 – Training Program Closed
- **You must know your training program NAME and/or Training Program Code**
- **You must know your training program completion date (NEW or RETRAINED Nurse Aides – E1)**
- **You must provide at least one VALID phone number in the event we need to contact you**
- **You must have a VALID email address**
  - All passwords and user names and communications regarding your account will be sent to this email address
  - Make certain you have access to this email account
- **You must have a few choices of RTS testing locations & dates where you prefer to test.** Regional test sites & test dates can be found on the TX Nurse Aide website.

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Go to <https://i7lp.integral7.com/txna>

If this is the **first time** you are entering the system, click on **Create an account**

- Step 1. Click **Create a Profile** after you read and agree to the **Candidate ID Agreement**
- Step 2. Complete the **Personal Information** section on the **New Candidate Record** page
  - Enter your name **AS IT APPEARS on your VALID ID**
  - Complete primary address, city, state, zip. (No zip is needed for address)
  - Provide at least one phone number
  - Enter a **VALID**, current email address
  - Review all information for accuracy & make any required changes
- Step 3. Click **SUBMIT**
- Step 4. You will receive a Candidate ID which will appear at the top of the screen  
(WRITE THIS NUMBER DOWN)
- Step 5. In a few minutes you will receive an email which will include a web link to activate your account and an account authorization code
  - Once into the system *create your own password and write it down* for future use
- Step 6. Click on the link in the email and enter the authorization code
- Step 7. Enter a new password (**PLEASE REMEMBER YOUR USER NAME & PASSWORD**)
- Step 8. Click **Submit**
- Step 9. Log in again using your new user name and password

- Step 10. Review information to ensure accuracy
- Step 11. Review the ***End User License Agreement***
- Step 12. Click **VERIFY**

### Select your Eligibility Route

1. Click **Complete a Form** from the left menu bar
2. Select your Eligibility Route (**SELECT ONLY ONE**)
  - E1 – New or Retrained Nurse Aide
  - E2 – Out-of-State Training
  - E3 – Nurse Aide with Equivalent Military Training
  - E5 – RN/LVN Graduate
  - E6 – RN/LVN Student
  - E7 – Nurse Aide with Expired Status
  - E8 – Training Program Closed
3. Complete the chosen eligibility route form as directed
  - Section 1 – must check box that definition has been read
  - Section 2 – Accommodations being requested – Yes or No
  - Section 3– Candidate Statement – click on **“I agree”**. This is your electronic signature

Submit Form

### FOLLOW INSTRUCTIONS BASED ON YOUR ELIGIBILITY ROUTE

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### E1 = New or Retrained Nurse Aide

#### Select your Provider (Training Program)

Click on **Find a Provider** from the left menu bar

1. Enter your Training Program name – click **Find**
2. Click on **Training Program/Titles** – your course ID and name will appear
3. Click **submit completions**
4. Enter your training program completion date

Submit

– You should receive the following message:

**“The completion was submitted successfully”**

Once your Training Program provider approves your training in the new system (Pearson Credential Manager [PCM]) you will get an email stating you can go back into the system (PCM) and finalize the process to select and schedule your exam(s).