



Applying for your Exam in the NHA Certification Portal

<https://www.nhanow.com/certifications>

First choose which exam certification you are applying for and completing.

NHA Currently Offers the Following Certifications



Medical Assistant (CCMA)



Phlebotomy Technician (CPT)



Medical Administrative Assistant (CMAA)



EKG Technician (CET)



Electronic Health Record Specialist (CEHRS)



Pharmacy Technician (CPHT)



Billing and Coding Specialist (CBCS)




Patient Care Technician/Assistant (CPCT/A)

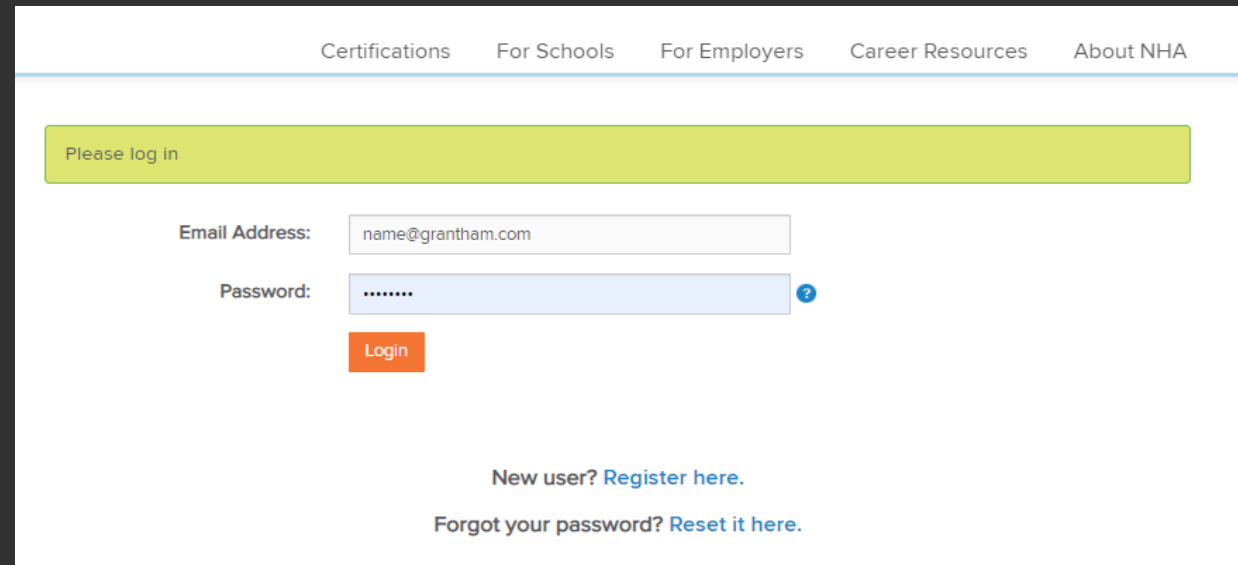
Chat

Once you have selected the appropriate certificate, scroll down the next page and select the title, Step 3: Apply & Schedule Your Exam.

<p><u>STEP 1</u> DETERMINE YOUR ELIGIBILITY</p> <p>Make sure you meet some basic requirements to take the certification exam.</p> <p>Do I qualify?</p> <p>Download the NHA Candidate Handbook ></p>	<p><u>STEP 2</u> SET UP YOUR NHA ACCOUNT</p> <p>Once your account is active, you can schedule your exam and purchase preparation materials.</p> <p>Set Up My NHA Account ></p>
<p>STEP 3 APPLY & SCHEDULE YOUR EXAM</p> <p>Apply for your exam and pay registration fees (if applicable).</p>	<p><u>STEP 4</u> PREPARE FOR YOUR EXAM</p> <p>Our free test plan is available to support your studies. As you prepare for your exam, you may consider supplemental study materials available on the NHA store.*</p> <p>Download Test Plan ></p> <p>View Study Materials ></p>



You will then be asked to log in using your Grantham email and NHA password



Certifications For Schools For Employers Career Resources About NHA

Please log in

Email Address:

Password: [?](#)

Login

New user? [Register here.](#)

Forgot your password? [Reset it here.](#)

Now select Apply, in the left hand column under Applications. Then Choose an exam from the list

A screenshot of a navigation menu. At the top is a blue circle with a white question mark icon, followed by the text 'STUDY MATERIALS'. Below this are two items: 'My Courses' with a book icon and 'My Study Materials' with a folder icon. The next section is titled 'APPLICATIONS' and contains three items: 'My Applications' with a document icon, 'Apply' with a hand icon (highlighted with a dashed border), and 'Results' with a line graph icon.

A screenshot of a web page titled 'Choose an exam'. The page has a light blue header with a navigation menu on the left. The menu includes: Home (house icon), INFORMATION (document icon), Documents (document icon), Notifications (bell icon), STUDY MATERIALS (blue circle with question mark icon), My Courses (book icon), My Study Materials (folder icon), APPLICATIONS (document icon), My Applications (document icon), Apply (hand icon), and Results (line graph icon). The main content area shows 'Current Institution: Grantham University' with a link to 'Update Institution'. Below this are three rounded rectangular buttons: 'Certified Billing and Coding Specialist (CBCS)', 'Certified Electronic Health Record Specialist (CEHRS)', and 'Certified Medical Administrative Assistant (CMAA)'. The footer is light blue and contains the text 'Powered by BrightLink', social media icons for Facebook, LinkedIn, and Twitter, and a footer with links for Terms of Use, Privacy Policy, Careers, Accreditation, and Help Center. It also includes the copyright notice 'Copyright© 2019 Assessment Technologies Institute®, LLC. All rights reserved.' and logos for the Assessment Technologies Institute (ATI) and the Institute for Credentialing Excellence (ICE).

Read through the Attestation and scroll down to select Agree.

f. memorizing and reproducing test questions,
g. soliciting test questions from previous candidates,
h. discussing or disclosing the contents of the examination by any means, or
i. providing false or purposely misleading information when applying for, re-

7. I understand that NHA will publish a list of Certified Candidates and that my certification may be revoked. Unless required by law, my name will not be released to any party.

8. I understand that any claim I may have related to the good-faith enforcement of this certification shall not exceed the amount of my application fee for this examination.

I attest that by clicking on "I agree", I have read and understand the above, that I am providing the information in good knowledge and belief, and I further understand that NHA may revoke my certification if I violate any of the above terms.

Answer the Prerequisite Questions and select Checkout

The screenshot displays a four-step progress bar at the top: 'Choose an exam', 'Attestation', 'Application details', and 'Finish & pay'. The 'Application details' step is currently active. Below the progress bar, a green box contains the text: 'You are applying for the CMAA. Estimated eligibility: September 04, 2019–March 01, 2020. Location: PSI testing center'. The main section is titled 'Application Details' and contains 'Prerequisite Questions'. The first question is 'Have you completed high school or received a GED?' with radio button options for 'Yes' (selected) and 'No'. At the bottom left is a button labeled 'Register for Another Exam'. At the bottom right is a 'Checkout' button with a shopping cart icon. A tooltip titled 'Finalize Application' is positioned over the 'Checkout' button, containing the text: 'You will be redirected to the online store to complete and pay for your application. Once you have completed your application, you will be emailed with further instructions as appropriate.'

Choose an exam Attestation Application details Finish & pay

You are applying for the **CMAA**.

Estimated eligibility: September 04, 2019–March 01, 2020
Location: PSI testing center

Application Details

Prerequisite Questions

Have you completed high school or received a GED?

Yes
 No

[Register for Another Exam](#)

Finalize Application
You will be redirected to the online store to complete and pay for your application. Once you have completed your application, you will be emailed with further instructions as appropriate.

[Checkout](#)

Confirm your information is correct, enter the Discount Code shared with you from Grantham and select Continue Checkout

Electronic Health Records Specialist	First name*	<input type="text" value="Grantham"/>
Medical Administrative Assistant	Last name*	<input type="text" value="Student"/>
Medical Assistant	Phone number*	<input type="text" value="12345678900"/>
Patient Care Technician/Assistant	Billing Information	
Pharmacy Technician	Bill To	<input type="text" value="Grantham Student"/>
Phlebotomy Technician	If different from the first and last names above	
SPECIALTY CERTIFICATE PROGRAMS	Street *	<input type="text" value="16025 W 113th st"/>
Principles of Health Coaching™	Street	<input type="text"/>
TEAM Based Care™	City *	<input type="text" value="Lenexa"/>
	State/Province *	<input type="text" value="Kansas"/>
	Zipcode/Postcode *	<input type="text" value="66219"/>
	Country *	<input type="text" value="United States of America"/>
	Discounts	
	Discount code	<input type="text"/>
	<input type="button" value="Continue Checkout"/>	

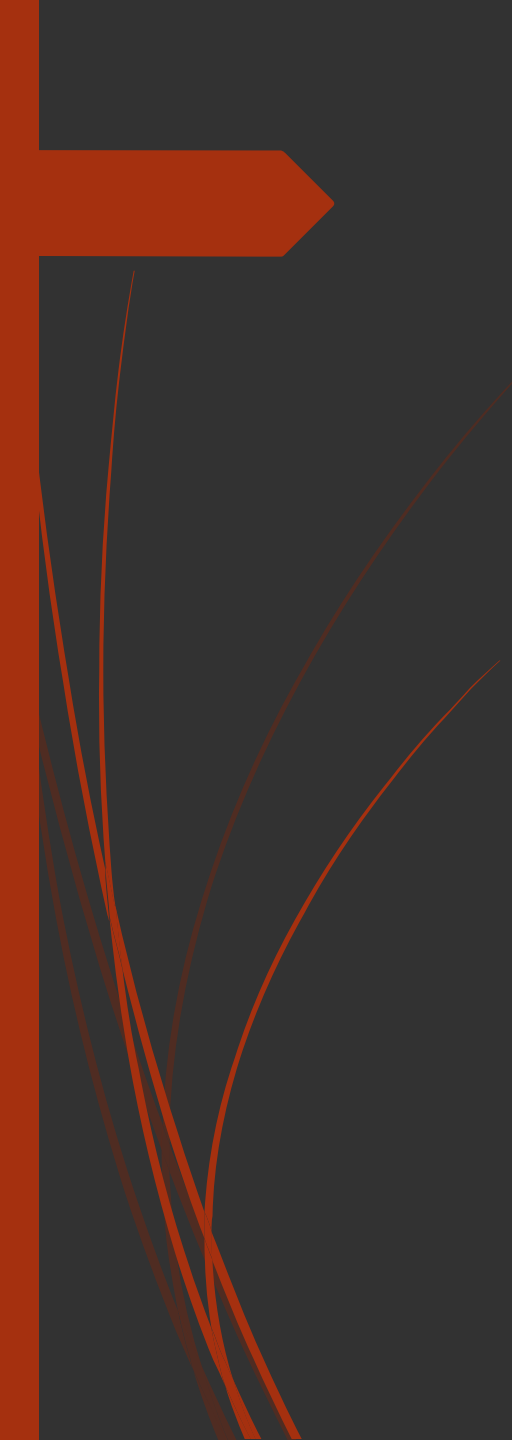
Your total should reflect \$0. You should not have to pay anything. Now to finalize your application, simply select Purchase Items located at the bottom of the page.

PAYMENT
Your payment will be processed through Braintree.

Card Number

Expiration Date	CVV
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Purchase Items



The next screen will confirm that your registration has been finalized. You can print the page as confirmation. You will also be sent an e-mail confirmation to the e-mail address you used to access your NHA account.