

# 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 will select **ONLY ONE** of the following e-routes when registering:  
**(Review your handbook for more details about each route)**
  - **New** or Retrained Nurse Aide
  - Out-of-State Training
  - Nurse Aide with Equivalent Military Training
  - RN/LVN Graduate
  - RN/LVN Student
  - 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/durango/do/login?ownername=txna&channel=txna&basechannel=integral7>**

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.
- Step 6.** Click on the link in the email and enter the authorization code. This will activate your account
- Step 7.** Enter a new password (**PLEASE REMEMBER YOUR USER NAME & PASSWORD**) if **desired**
- 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**

**Your Profile is now complete**

**NEXT:**

You will need to do the following steps

- 1. Create an Application (selecting eligibility route)
- 2. Select and submit your Provider (training program) completion information (if you are a NEW or Retrained Nurse aide Only)

**BE SURE TO FOLLOW ALL INSTRUCTIONS AS LISTED UNDER YOUR ELIGIBILITY ROUTE**

- 1. Click **“Complete a Form”** from the left menu bar
- 2. Select your Eligibility Route (**SELECT ONLY ONE**)

**NOTE: for all Eligibility Routes EXCEPT NEW or RETRAINED Nurse Aide, you will still need to fill out a PAPER DADS form as designated.**

- E1 – New or Retrained Nurse Aide
  - Out-of-State Training
  - Nurse Aide with Equivalent Military Training
  - RN/LVN Graduate
  - RN/LVN Student
  - E7 – Nurse Aide with Expired Status
  - Training Program Closed
- 3. Complete the chosen eligibility route form as directed
    - Section 1 – must check box that definition has been read
    - Section 2 – IS an *ADA Accommodations* being requested – Yes or No  
**NOTE:** This selection is for DOCUMENTED ADA Accommodations ONLY.  
 You will need to submit all necessary documents to DADS before you will be eligible to test.
    - Section 3– Candidate Statement – click on **“I agree”**  
 This is your electronic signature

**Submit Form**

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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**  
**OR enter your Training Program code with a "TX" in front of the TP code e.i. TX0003**
2. Click on **Training Program/Titles** – your Training Program ID and name will appear
3. Click **submit completions**
4. Enter your training program completion date

**Submit**

– You should receive the following message via email:

**"The completion was submitted successfully"**

Once your Training Program provider approves your training in the 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).

