

Help with your online certification application

To complete any of the following steps, you must access your certification application by [logging in to your My CNA account](#).

How do I...

- [Begin a new application for an initial exam?](#)
- [Renew my certification?](#)
- [Use a voucher code to get a discount?](#)
- [Access or edit my application?](#)
- [Change my endorser?](#)
- [Verify the status of my application?](#)
- [Find out if I've passed the exam?](#)
- [Defer my exam to the next writing window?](#)
- [Withdraw my application?](#)
- [Apply for "inactive" status?](#)
- [Print a payment receipt?](#)
- [Print a copy of my certification certificate?](#)

More questions? Please visit or contact a member of the certification team at certification@cna-aiic.ca or 1 800 361-8404 (ext. 462).

How do I begin a new application for an initial exam?

- In the **My Certification** section, click the blue box labelled **INITIAL EXAM APPLICATION**.

My Certification					INITIAL EXAM APPLICATION
Certification Specialty	Certification Number	Status of Certification	Valid Until	Action	Proof of Certification



Care to Be the Best

How do I renew my certification?

- The name of your specialty certification that is due for renewal will appear in the **My Certification** section. *If it does not appear, please email us at certification@cna-aiic.ca with your certification number and full name.*
- Select **Renew by Continuous Learning** or **Renew by Exam** from the **Choose Action** dropdown menu.
- Click **Go**.

My Certification

Certification Speciality	Certification Number	Status of Certification	Valid Until	Action	Proof of Certification
Community Health Nursing	16CM0001	Active	12/1/2016	<input type="button" value="Choose Action"/> <input type="button" value="GO"/> <input type="button" value="Choose Action"/> <input type="button" value="Renew by Continuous Learning"/> <input type="button" value="Renew By Exam"/> <input type="button" value="Become Inactive"/>	<input type="button" value="DOWNLOAD"/>



How do I use a voucher code to get a discount?

- Have your voucher code ready before you attempt to pay your fees.
- When you reach the payment step of your initial/renewal application, type in the voucher code in the space provided.
- Click **Add Voucher**. The discount will be automatically applied.
- Please note the following conditions:
 - Only one voucher can be used per application
 - Discount voucher must be claimed at time of application
 - All vouchers have an expiry date

The screenshot shows the Canadian Nurses Association website's checkout page. At the top, there is a navigation bar with links like 'My CNA.ca', 'About Us', 'News Room', 'Contact Us', and 'Feedback'. The main header features the CNA logo and a search bar. Below the header is a menu with categories such as 'HOME', 'NURSING PRACTICE', 'PROFESSIONAL DEVELOPMENT', 'CERTIFICATION', 'POLICY & ADVOCACY', 'JOIN / RENEW WITH CNA', and 'EVENTS'. A 'Cart (1)' indicator is visible. The main content area displays a table with columns for 'Description', 'Price', and 'Total'. The table lists 'Initial Application' for \$756.00 CAD. Below the table, there is a text input field containing the voucher code 'CNA-4SARC5' and an 'Add Voucher' button. To the right of the table, the 'Sub Total' and 'ORDER TOTAL' are both listed as \$756.00 CAD. A 'Proceed' button is located at the bottom right of the table area.

How do I access or edit my application?

- In the **My Applications** section, select **Edit** from the **Choose Action** dropdown menu.
- Click **Go**.

Community Health Nursing	Renewal by Exam	1	4/5/2016	10/5/2016	N/A	N/A	Choose Action Choose Action Edit Manage Endorser
Perioperative Nursing	Initial Certification	1	4/5/2016	10/5/2016	N/A	N/A	Choose Action GO

- Please note that the **Edit** function is disabled after you submit payment, but you will still be able to change your endorser.



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How do I change my endorser?

- In the **My Applications** section, select **Manage Endorser** from the **Choose Action** dropdown menu.
- Click **Go**.

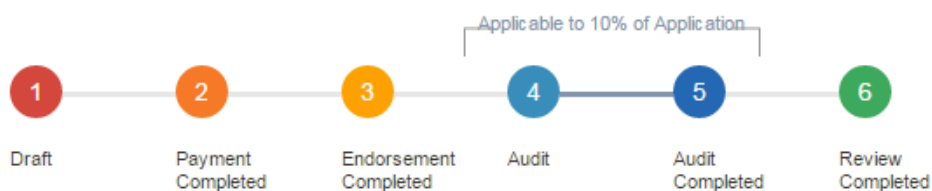
Community Health Nursing	Renewal by Exam	1	4/5/2016	10/5/2016	N/A	N/A	Choose Action Choose Action Edit Manage Endorser Choose Action GO
Perioperative Nursing	Initial Certification	1	4/5/2016	10/5/2016	N/A	N/A	Choose Action GO

- You can change your endorser and his/her contact information at any time, even after you have submitted payment.
- If you enter a new email for your endorser, click **Resend Email**.

How do I verify the status of my application?

- In the **My Applications** section, numbered circles in the **Status of Application** column indicate the level of completion of your application.

Certification Speciality	Application Type	Status of Application	Status Last Updated	Application Expiration Date	Review Status	Exam Result	Action
Community Health	Renewal by Exam	6	5/8/2015	11/8/2016	Eligible		Choose Action GO



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How do I find out if I've passed the exam?

- In the **My Applications** section, the **Exam Result** column will be available a few weeks after the last exam writing date. We will notify you by email when your result is available.

How do I defer my exam to the next writing window?

- Before deferring, please [review our policies](#).
- In the **My Applications** section, select **Defer** from the **Choose Action** dropdown menu.
- Click **Go**.

Wound, Ostomy and Continence	Initial Certification	2	11/5/2018	5/5/2019	N/A	N/A	Choose Action Withdraw Defer Manage Endorser Payment Receipt
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How do I withdraw my application?

- Before withdrawing, please [review our policies](#).
- In the **My Applications** section, select **Withdraw** from the **Choose Action** dropdown menu.
- Click **Go**.

Wound, Ostomy and Continence	Initial Certification	2	11/5/2018	5/5/2019	N/A	N/A	Choose Action Withdraw Defer Manage Endorser Payment Receipt
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How do I apply for inactive status?

- Before making your credential inactive, please [review our inactive status policies](#).
- The name of your specialty certification will appear in the **My Certification** section. *If it does not appear, please email us at certification@cna-aiic.ca with your certification number and full name.*
- In the **My Certification** section, select **Become Inactive** from the **Choose Action** dropdown menu.
- Click **Go**.

My Certification INITIAL EXAM APPLICATION

Certification Specialty	Certification Number	Status of Certification	Valid Until	Action	Proof of Certification
Critical Care Pediatric Nursing	18CP0001	Active	12/31/2017	Choose Action Become Inactive	GO DOWNLOAD

How do I print a payment receipt?

- In the **My Applications** section, select **Payment Receipt** from the **Choose Action** dropdown menu.
- Click **Go**.

Cardiovascular Nursing	Initial Certification	Deferral Requested	11/7/2018	5/5/2019	N/A	N/A	Choose Action Choose Action Payment Receipt
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How do I print a copy of my certification certificate?

- In the **My Certification** section, find your specialty certification
- Click **Download**, under the Proof of Certification column

Certification Specialty	Certification Number	Status of Certification	Valid Until	Action	Proof of Certification
Critical Care Pediatric Nursing	18CP0001	Active	12/31/2017	Choose Action GO	DOWNLOAD

