

# Nursing Assistant–Certified (NAC)

## Step-by-Step Certification & Testing Guide (Washington State)

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### Step 1: Create Your Credentia365 Account

- Go to: <https://credentia.com/test-takers/wa/>. Click “Login” then “Sign up”.
  - Enter all required information:
    - Legal name (*must match your NAC application*)
    - Date of birth
    - Gender
    - Home address
    - Social Security Number (SSN)
      - **If you do NOT have an SSN:**
        - Email: [obraregistry@dshs.wa.gov](mailto:obraregistry@dshs.wa.gov)
        - Subject: *Request for Alternate ID to SS#*
        - Include: full name, date of birth, address, phone number, email
  - Create a password and save it
  - Confirm your account via the email link
  - Log in and **write down your Credentia ID number** (top right of dashboard)
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### Step 2: Apply for Your Pending NAC Credential Number (HELMS)

- **Create a SecureAccess Washington (SAW) Account**
  - Go to: <https://secureaccess.wa.gov>
  - Click **Sign Up!**
  - Create a username and password (*save this information*)
- **Add Department of Health (DOH)**
  - Log in to SAW
  - Click **Add a New Service** → **Browse by Agency**
  - Select **Department of Health**
  - Click **Apply** under *Health Professional and Facility Licensing (HELMS)*
- **Access HELMS**
  - From the SAW dashboard, click **Access Now** next to HELMS

- Set up multi-factor authentication
  - **Locate Your Account**
    - Enter: last name, date of birth, and SSN (or no SSN if applicable)
    - Review personal information
    - Click **Save**, then **Exit**
  - **Start a New Application**
    - Click **Start a New Application**
    - Select **Nursing Assistant Certificate**
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### Step 3: Complete the NAC Application

- Demographics: **Name, DOB, address, email**
  - Other Names: Answer if you've ever used another name
  - Personal Data Questions:
    - Answer **Yes/No carefully**
    - Provide explanations for any "Yes" responses
  - NPI: **Leave blank**
  - Military Questions: Answer Yes or No
  - Previous Credentials: Select **No** unless licensed in another state
  - Method of Licensure: **"I have successfully completed an approved nursing assistant training program."**
  - Approved Training Program
    - Program Name: Green River College
    - Country: United States of America
    - State: Washington
    - City: Auburn
    - Dates: First and last day of your quarter
    - Attendance Status: Attending
  - NNAAP Status: Select **"No"**
  - Supporting Documents: **no uploads** required
  - Finalize Application
    - Review additional information
    - Electronically sign the attestation
    - **Review and submit**
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### Step 4: Pay or Save Your Application

- **Application Fee: \$85**
    - Options: pay immediately with a card or add to cart and pay within 14 days
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## STEP 5: Locate Your Pending NAC Credential Number

- Log in to HELMS
  - Click **Applications**
  - Locate your **Pending NAC Credential Number**
    - Format: **NAC.NC.#####**
  - Check your email (*including spam/junk folders*)
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## STEP 6: Complete Your NAC Program

- Pass all required coursework
  - Pass the **WA State Skills Exam** (administered during your final lab)
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## STEP 7: Order Your Official Transcript

- Go to **Green River College – Parchment Transcript Page**
  - Click **Ordering your own credentials or academic records**
  - Sign in or create a Parchment account
  - Click **Order Transcript**
    - Do **NOT** search for WA DOH
    - Select **“I’m sending to myself or another individual.”**
    - Choose **Another Individual**
    - **Delivery Method:** Electronic
    - **Recipient Name:** WA NAC Licensing
    - **Recipient Email:** NACapplication@doh.wa.gov
    - **Send When:** Hold for Degree
  - **Transcript Fee:** \$12
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## STEP 8: Register for the Written Exam

- After passing your Skills Exam:
  - Log in to **Credentia365**
  - Complete the written exam application
  - Wait **24–48 hours** for approval email
  - Register for the exam
  - **Written Exam Fee:** \$55

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## TOTAL COST BREAKDOWN

Item	Cost
Pending NAC Application	\$85
Official Transcript	\$12
Written Exam	\$55
<b>Total Cost</b>	<b>\$152</b>

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## Funding Support Options

- **Workforce Education Funding**
- **Gator Pledge & Emergency Funds**
  - May cover tuition, testing, books, uniforms
- **Open Doors Program**
  - For eligible high school students
- **Employer Sponsorship**
  - Some facilities pay for CNA training in exchange for employment
- **Tribal & Community Organizations**
  - Check with local or tribal offices for healthcare training support