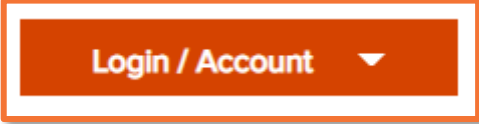
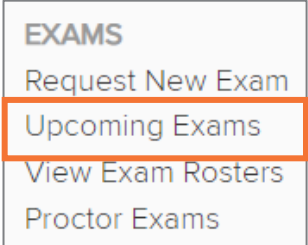


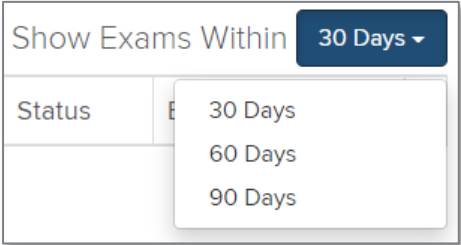
Step 1: Log into your administrator account at [NHANOW.com](https://www.nhanow.com)



Step 2: On the left-hand navigation under **Exams**, first confirm your existing exam calendar by selecting **Upcoming Exams**

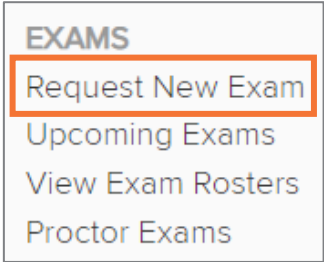


Step 3: Exams are filtered to 30-60-90 days. Check to see if your exam date is already on the schedule



Step 4: Select **Request New Exam** on the left-hand side of your dashboard

**If you cannot select this link, contact your Certification Specialist*



Step 5: Enter in the following required fields, identified with an asterisk:

1. Exam date
2. Application Deadline
3. Number of available computers
4. Exam type

Exam Date *

Application Deadline *

Best Practice Tip:

The registration deadline should occur at least 8 days prior to the test date

Then click **Request Exam Date** at the bottom

Number of Available Computers *

Exam Types

Certified Billing and Coding Specialist (CBCS)

Certified Clinical Medical Assistant (CCMA)

Step 6 (Optional): Enter additional details such as exam time, location, or Purchase Order number

- If multiple exam types are running concurrently, those exams should be equitable in maximum time (example: CPT and CET)
- If multiple exams of varying time lengths are running it is required to have multiple proctors during the exam

Exam Details

Purchase Order Number

Certified Billing and Coding Specialist (CBCS)

Certified Clinical Medical Assistant (CCMA)

Certified EKG Technician (CET)

Certified Electronic Health Record Specialist (CEHRS)

Step 7: When ready, select **Request Exam Date** at the bottom

Request Exam Date

Step 8: A pop up will appear, confirming that your exam date has been scheduled successfully

Success

Your exam request was submitted successfully.

Step 9: Confirm scheduling in the Upcoming Exams feature. If visible on the calendar, the exam date should be available for immediate candidate registration

EXAMS

Request New Exam

Upcoming Exams

View Exam Rosters

Proctor Exams

Note: For more on exam rosters, please see your How-To guides on Exam Rosters

Upcoming Exams

Show Exams Within **30 Days**

Exam Date	Application Deadline	Applications	Test Method	Status	Exam Types	
April 3, 2020	March 26, 2020	0	online	open	CPT	<input type="button" value="Roster"/>