

# Convert a CTE Student Provisional Certification to a Full NHA Certification

1

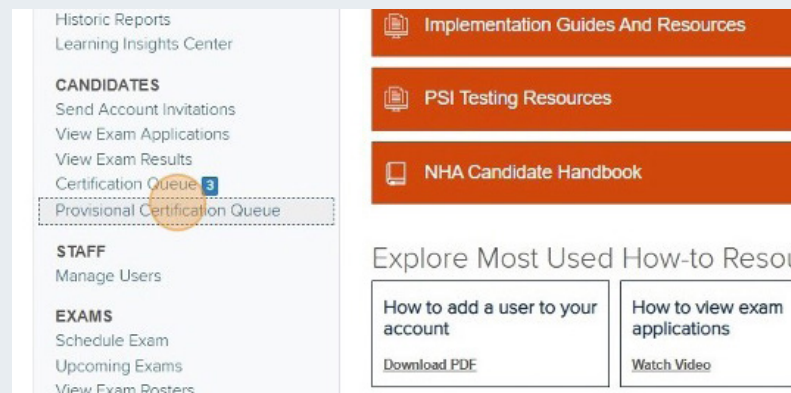
Navigate to <https://certportal.nhanow.com/>

2

Login to your admin account.

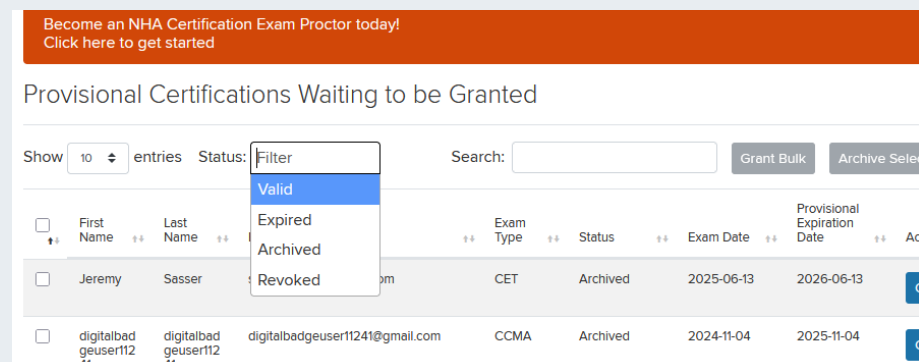
3

Click **Provisional Certification Queue**.



4

You can search by **Status**. The default is **View All**. Toggling to **Valid** will show you the Certifications that are currently available to convert to full certification.



5

You can search by Candidate Name or sort each column to locate the student you're looking for.

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Click here to get started

Provisional Certifications Waiting to be Granted

Show 10 entries Status: Valid Search:  Grant Bulk Archive Selected

<input type="checkbox"/>	First Name	Last Name	Email	Exam Type	Status	Exam Date	Provisional Expiration Date	Actions
<input type="checkbox"/>	NHAbu	Test27	emailmethemills@gmail.com	CCMA	Valid	2024-10-11	2025-10-11	<a href="#">Grant</a>
<input type="checkbox"/>	NHAbu	Test27	emailmethemills@gmail.com	CEHRS	Valid	2024-10-11	2025-10-11	<a href="#">Grant</a>

6

You can also view the **Expired** Provisional Certifications. If the Provisional Certification lapses before converting to a full certificate, then each candidate will be required to retake the NHA certification exam.

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Provisional Certifications Waiting to be Granted

Show 10 entries Status: Filter Search:  Grant Bulk Archive Selected

<input type="checkbox"/>	First Name	Last Name	Email	Exam Type	Status	Exam Date	Provisional Expiration Date	Actions
<input type="checkbox"/>	Prod	Std	om	CET	Expired	2023-08-09	2024-08-09	--
<input type="checkbox"/>	Nhabu	Test28	nhabutest28@nhanow.com	CMAA	Expired	2021-06-29	2022-06-29	--

7

You can search by **Archived** Status if you would like to limit the number of certificates you see on your screen. Archiving does not remove the ability to grant provisional conversion.

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Provisional Certifications Waiting to be Granted

Show 10 entries Status: Filter Search:  Grant Bulk Archive Selected

<input type="checkbox"/>	First Name	Last Name	Email	Exam Type	Status	Exam Date	Provisional Expiration Date	Actions
<input type="checkbox"/>	Prod	Std	om	CET	Expired	2023-08-09	2024-08-09	--
<input type="checkbox"/>	Nhabu	Test28	nhabutest28@nhanow.com	CMAA	Expired	2021-06-29	2022-06-29	--

8

Click the **Revoked** status to view any certification that was revoked and no longer valid.

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Provisional Certifications Waiting to be Granted

Show 10 entries Status: Filter




Valid  
Expired  
Archived  
**Revoked**

Search: Grant Bulk Archive Selected

	First Name	Last Name	Exam Type	Status	Exam Date	Provisional Expiration Date	Actions
<input type="checkbox"/>	Prod	Std	CET	Expired	2023-08-09	2024-08-09	--
<input type="checkbox"/>	Nhabu	Test28	CMAA	Expired	2021-06-29	2022-06-29	--

9

Toggle to the Student you want to Grant Certification to. Next to their name, you will click **Grant**.

Email	Exam Type	Status	Exam Date	Expiration Date	Actions
shannons9@fake.fake	CPT	Expired	2017-12-11	2018-12-11	--
dragons@dra.gon	CPT	Expired	2017-12-11	2018-12-11	--
vstg0317_02@mailinator.com	CEHR S	Valid	2021-04-05	2022-04-05	
kane_roman@ascendlearning.com	CPT	Valid	2022-01-10	2023-01-10	
teststo090803@gmail.com	CMA	Valid	2021-08-09	2022-08-	

10

A pop up will appear acknowledging that you agree with the following attestation. Please be sure to agree to each statement before proceeding to the next step.

Grant Certification  
\*Required

By submitting this form, I acknowledge and agree that,

- ☒ I am an authorized school administrator or registrar/counselor who was not responsible for the instruction of the students listed on this form.\*
- ☒ Every student listed on this form successfully graduates on the date listed and/or diplomas have been conferred.\*
- ☒ I can provide the institution's calendar or other official documentation if requested from NHA to confirm graduation date(s) for my institution.\*

I understand that NHA has reserved the right to audit and confirm the information provided on this form to ensure compliance with the provisional certification program.

Select Graduation Date\*

04/25/2025

[Help](#)

Cancel Submit

11

Make sure to select the Graduation Date of the student before clicking **Submit**.

I understand that NHA has reserved the right to audit and confirm the information provided on this form to ensure compliance with the provisional certification program.

Select Graduation Date\*

04 / 25 / 2025

[Help](#)

[Cancel](#) [Submit](#)

12

Click **Submit** to officially convert the provisional certification to full certification.

I understand that NHA has reserved the right to audit and confirm the information provided on this form to ensure compliance with the provisional certification program.

Membership Free Recertification Benefit

11/07/2024

[Cancel](#) [Submit](#)

13

You have capabilities to Grant Certifications to a Bulk of candidates at once. Check mark each learner's name that you would like to convert to a full certificate.

Become an NHA Certification Exam Proctor today!  
Click here to get started

Provisional Certifications Waiting to be Granted

Show 10 entries Status: Valid Search:  [Grant Bulk](#) [Archive Selected](#)

<input type="checkbox"/>	First Name	Last Name	Email	Exam Type	Status	Exam Date	Provisional Expiration Date	Actions
<input checked="" type="checkbox"/>	NHAbu	Test27	emailmethembills@gmail.com	CEHRS	Valid	2024-10-11	2025-10-11	<a href="#">Grant</a>
<input checked="" type="checkbox"/>	NHAbu	Test27	emailmethembills@gmail.com	CET	Valid	2024-10-11	2025-10-11	<a href="#">Grant</a>
<input checked="" type="checkbox"/>	Revali	prdstu3201	ravali.prdstu3201@nha.com	CBSC	Valid	2024-09-13	2025-09-13	<a href="#">Grant</a>
<input checked="" type="checkbox"/>	diguatpre pcert1015 241	diguatpre pcert1015 241	diguatprepcert1015241@gmail.com	CMAA	Valid	2024-10-15	2025-10-15	<a href="#">Grant</a>
<input checked="" type="checkbox"/>	Imscheck 26313	Imscheck 26313	imscheck26313@gmail.com	CMAA	Valid	2024-10-16	2025-10-16	<a href="#">Grant</a>
<input checked="" type="checkbox"/>	Revali	prdstu724	ravali.prdstu7241@nha.com	CMAA	Valid	2024-08-09	2025-08-09	<a href="#">Grant</a>

14

Then click **Grant Bulk**.

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Click here to get started

Provisional Certifications Waiting to be Granted

Show 10 entries Status: Valid Search:  [Grant Bulk](#) [Archive Selected](#)

<input type="checkbox"/>	First Name	Last Name	Email	Exam Type	Status	Exam Date	Provisional Expiration Date	Actions
<input checked="" type="checkbox"/>	NHAbu	Test27	emailmethembills@gmail.com	CEHRS	Valid	2024-10-11	2025-10-11	<a href="#">Grant</a>
<input checked="" type="checkbox"/>	NHAbu	Test27	emailmethembills@gmail.com	CET	Valid	2024-10-11	2025-10-11	<a href="#">Grant</a>

15

Check mark each field and provide the graduation date. This will convert multiple students' provisional certification to full certification, at one time.

By submitting this form, I acknowledge and agree that,

- ☒ I am an authorized school administrator or registrar/counselor who was not responsible for the instruction of the students listed on this form.\*
- ☒ Every student listed on this form successfully graduates on the date listed and/or diplomas have been conferred.\*
- ☒ I can provide the institution's calendar or other official documentation if requested from NHA to confirm graduation date(s) for my institution.\*

I understand that NHA has reserved the right to audit and confirm the information provided on this form to ensure compliance with the provisional certification program.

Select Graduation Date\*

[Help](#)

[Cancel](#) [Submit](#)

16

If needed, you may bulk Archiving Certifications. Check mark your learners, then click **Archive Selected**.

Become an NHA Certification Exam Proctor today!  
Click here to get started

Provisional Certifications Waiting to be Granted

Show 10 entries Status: Valid Search:  [Grant Bulk](#) [Archive Selected](#)

<input type="checkbox"/>	First Name	Last Name	Email	Exam Type	Status	Exam Date	Provisional Expiration Date	Actions
<input checked="" type="checkbox"/>	NHAbu	Test27	emailmethembills@gmail.com	CEHRS	Valid	2024-10-11	2025-10-11	<a href="#">Grant</a>
<input checked="" type="checkbox"/>	NHAbu	Test27	emailmethembills@gmail.com	CET	Valid	2024-10-11	2025-10-11	<a href="#">Grant</a>
<input checked="" type="checkbox"/>	Ravali	prdstu3201	ravali.prdstu3201@nha.com	CBCS	Valid	2024-09-13	2025-09-13	<a href="#">Grant</a>

Was your candidate marked provisional in error?  
If so, reach out to customer care at 800-499-9092.

Revised: 06/13/25