

NHA Learner Readiness Checklist



45 Days Before Your Exam Date

- Create an [NHA login](#) if you haven't already. Refer to page 13 of the [NHA Candidate Handbook](#) for any questions.
 - If testing through your school or employer, please confirm with them prior to creating your candidate account to ensure that you are following their specific registration processes
- If using NHA's study materials, finish your NHA study guide and when instructed take your first practice assessment.
- Review the NHA [test plan](#) to identify current exam content and be fully prepared. Test plans are found on the [NHA website](#) by hovering over "Get Certified" and then selecting the exam you are planning on taking. From there, scroll to the section called, "Prepare for Your Certification Exam," and click "Download Free Plan."
- Register for any of NHA's candidate-facing [webinars](#) to assist in your preparation.
- If affiliated with an institution, make sure to confirm with them how and when the exam will be scheduled – on-site or off-site through NHA's 3rd party.
- If testing off-site, review [PSI learning resources](#).
- Ensure your government-issued photo ID is up-to-date and not set to expire.
 - Your first name, last name, and home address need to match what is listed on your ID
- For PSI's remote proctored exam, check the ID requirements in NHA resources.
- If you need accommodations /ADA support, read the accommodation [FAQs](#), and [submit your request](#).
- Watch your inbox for follow-ups from NHA's compliance department.

30 Days Before Your Exam Date

- Make sure you follow your institution's guidance, but when ready, complete your NHA exam application
 - Confirm payment options with your institution.
 - [Schedule your test through PSI](#) if necessary.
 - + If you are applying for an exam through your institution, follow these steps [here](#)
 - + If you are apply for an exam but are registering individually, follow these steps [here](#).
 - Visit our [FAQ](#) page if you have questions.
- Once you've completed your NHA study guide, begin working through NHA's practice assessments (if you're using NHA's prep materials.)
 - Allow adequate time between each attempt to complete the Focused Review™ activities between each attempt.
- Use the [Focused Review™](#) in between each attempt and simulate a real test scenario.
- Monitor your growth by reviewing reporting after each assessment.
- Understand the NHA Certification Exam scoring system and [how to read a test plan](#).