Exam Process

The FL Department of Health/Board of Nursing and Prometric collaborate to ensure potential CNAs test as quickly as possible. There are several steps (outlined here) that must be completed by the CNA candidates, training programs, Prometric staff, and DOH/Board staff before a candidate can be deemed eligible and scheduled to test.

1. Candidates or Training Programs: Submit complete testing application with testing fees to be received by Prometric at least 50 days before the requested test date.
   * [Online Application Form](https://oap.prometric.com/Candidateweb/Login/Login.aspx)
   * [Paper Application Form](https://www.prometric.com/media/3363/download?attachment)
2. Prometric: Process applications within 3 business days and forward information to the DOH/Board.
3. Candidates: Complete a Level II background screening with image capture.
4. If you are a IFT Test Site, complete the online IFT request form (located under Training Programs and Test Centers) and submit to Prometric to request a test date that is at least 45 days in the future.
5. State-approved Training Programs: Send a school list to the Board office identifying all students who have successfully completed training.
6. Board Staff: Review all submitted materials to determine candidate eligibility to test and notify Prometric of approval. (This step can take up to 30 days).
7. Prometric: Schedule candidates upon receipt of eligibility from the Board. (Eligibility approval must be received from the Board at least 5 business days prior to the event or a change in test date may be required).

Thank you in advance for your adherence to the process and associated timelines detailed above.