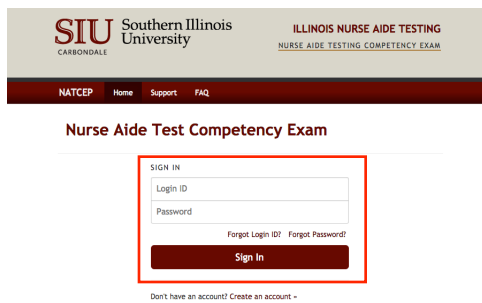


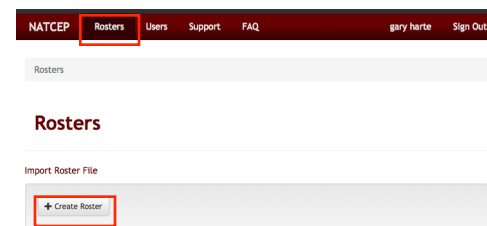
# INACE Program Coordinator instructions



A Program Coordinator creates a roster of Certified Nurse Assistant applicants who have completed and passed the CNA course at a site. Applicants may not purchase INACE seats online until their data is in a submitted roster.

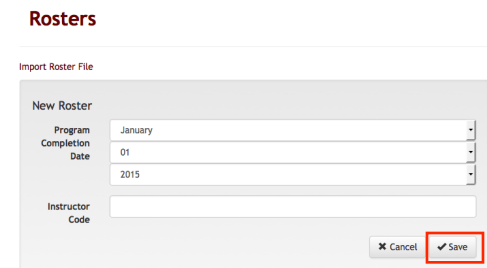
## To create a Roster:

Go to <https://inace.nurseaidetesting.com/inace>  
Sign in using your Program Coordinator account.



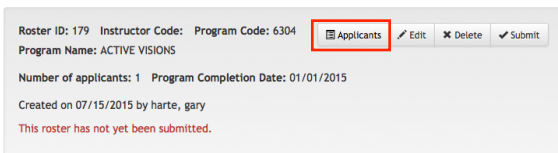
Click the *Rosters* tab.

Click *Create Roster*.



Set the Program Completion Date (the Graduation Date), type in your Instructor Code and click *Save*.

NOTE: A 'Saved' roster is **not** recognized by the system until it is 'Submitted' (See below.)



The roster's ID number is displayed along with the program code and name, the number of applicants and other details.

Click the *Applicants* button to add and edit applicant information.

## Roster ID: 179

Program Completion Date: 01/01/2015

+ Add an Applicant

Click *Add An Applicant*.

< Rosters

## Roster ID: 179

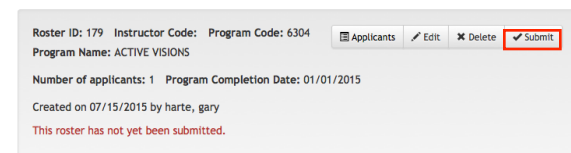
Program Completion Date: 01/01/2015

The screenshot shows the 'New Applicant' form. It includes fields for 'First Name', 'Middle Name', 'Last Name', 'SSN', 'Email', and 'Date of Birth'. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

Fill in the applicant's name, Social Security number, and email. Select the applicant's date of birth and click *Save*.

Click the *< Rosters* link and continue adding applicants until all applicants are included in the unsubmitted roster.

To check each applicant's data for accuracy:  
Click the *Applicants* button and click the applicant's *Edit* link.  
**No changes can be made after the roster is submitted.**



**Only after all data is saved and checked, click *Submit*.**

Applicants Sign Up using an SSN and date of birth matching data in the submitted roster. Applicants then create an account and may purchase a 'seat' to take the INACE.

While submitted rosters may not be changed, you may make and submit new rosters containing corrected data or additional applicants. Applicants may create accounts as long as their confirming data is in any roster.